

OPEN EXAMINATION



CALIFORNIA DEPARTMENT OF
Mental Health
www.dmh.ca.gov

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, MEDICAL CONDITION, PHYSICAL DISABILITY, MENTAL DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

REHABILITATION THERAPIST, STATE FACILITIES (RECREATION-SAFETY)

CONTINUOUS TESTING

OPEN SPOT FOR ATASCADERO, COALINGA METROPOLITAN, NAPA AND PATTON STATE HOSPITALS AND SALINAS VALLEY AND VACAVILLE PSYCHIATRIC PROGRAMS

SALARY RANGE:

<u>Atascadero</u>	<u>Coalinga</u>	<u>Metropolitan</u>	<u>Napa</u>	<u>Patton</u>
S: \$5,230-\$7,109 U: \$5,408-\$6,064	S: \$5,096-\$6,975 U: \$5,408-\$6,064	S: \$5,230-\$7,109 U: \$5,408-\$6,064	S: \$5,230-\$7,109 U: \$5,408-\$6,064	S: \$5,230-\$7,109 U: \$5,408-\$6,064

Salinas Valley and Vacaville Psychiatric Programs Only
P: \$5,679 - \$6,367

The salaries in this bulletin may not reflect all pay raises or additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

WHERE TO APPLY	ATASCADERO STATE HOSPITAL EMPLOYMENT OFFICE 10333 EL CAMINO REAL P.O. BOX 7005 ATASCADERO, CA 93423-7001 (805) 468-3384 / TDD (805) 468-2009	COALINGA STATE HOSPITAL SELECTION SERVICES UNIT P.O. BOX 5002 COALINGA, CA 93210 (559) 935-4305/ TDD (559) 863-1743	METROPOLITAN STATE HOSPITAL SELECTION SERVICES UNIT 11401 SOUTH BLOOMFIELD AVENUE NORWALK, CA 90650 (562) 863-7011 / TDD (562) 863-1743
	NAPA STATE HOSPITAL PERSONNEL OFFICE 2100 NAPA-VALLEJO HIGHWAY NAPA, CA 94558 (707) 253-5611 / TDD (707) 253-5768	PATTON STATE HOSPITAL HUMAN RESOURCES-EXAMS/HIRING 3102 EAST HIGHLAND AVENUE PATTON, CA 92369 (909) 425-7000 / TDD (909) 862-5730	
	SALINAS VALLEY PSYCHIATRIC PROGRAM P.O. BOX 1080 SOLEDAD, CA 93960 (831) 678-5500 EXT. 7320	VACAVILLE PSYCHIATRIC PROGRAM SELECTION SERVICES UNIT P.O. BOX 2297 VACAVILLE, CA 95696 (707) 449-6514	

California Relay for the hearing impaired: from a TDD Phone (800) 735-2929, from a Voice Phone (800) 735-2922.

Submit an application to one address indicated above. This location is where you would like your list eligibility established. Do not submit applications to the State Personnel Board.

TESTING RESTRICTION	The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the last 12 months, you are not eligible to compete in this examination.
SPECIAL TESTING	If you have a disability and need special testing arrangements, mark 'yes' on Question #2 on the "Examination and/or Employment Application". You will be contacted to make specific arrangements.
APPLICATION DEADLINE	CONTINUOUS TESTING - NO APPLICATION DEADLINE. Testing is considered continuous as examining dates may be set at any time.
EXAM PLAN	This examination will consist of a Qualifications Appraisal Interview only, weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED. This is an open examination. Applications will not be accepted on a promotional basis.
MINIMUM QUALIFICATIONS	NOTE: All competitors must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office. NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected.

Equivalent to graduation from a recognized college with major work in therapeutic recreation, or in recreation with an emphasis in therapeutic recreation or certification as a registered recreator with specialization in therapeutic recreation by the California Board of Park and Recreation personnel or the National Therapeutic Recreation Society or eligibility for such certification. (Registration as a Senior in a recognized institution will admit applicants into the exam, but they must produce evidence of graduation or its equivalent before being considered eligible for appointment.) **AND**

It is an objective of the state of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

Completion of an approved clinical internship in the appropriate rehabilitation specialty in an approved hospital or rehabilitation center affiliated with the college.

Individuals who are registered or certified with the appropriate therapy association but who have not completed a clinical internship because it was not a component of the academic program at the time are required to have completed a minimum of two years full-time paid experience in a clinical, residential or community based setting after receipt of the required degree to be admitted into the exam.

SPECIAL PERSONAL CHARACTERISTICS

An interest and willingness to work at a State hospital for diagnostic and treatment services; sympathetic and objective understanding of the problems of mentally disordered offenders; tolerance; tact; patience; and ability to handle stressful situations.

SPECIAL PHYSICAL CHARACTERISTICS

Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, or the public.

DRUG TESTING REQUIREMENT

Applicants for positions in this class are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

JOB DESCRIPTION

Apply therapeutic habilitation/rehabilitation knowledge, skills enhancement activities, and techniques to the problems of mental disabilities found in adults; assess individual needs and interests, determine appropriate habilitative/rehabilitative objectives, and develop activities to meet these objectives; conduct various forms of group and individual therapy; evaluate and document patient/resident response and progress; may work with other members of the interdisciplinary team to reinforce other treatment modalities; may participate in interdisciplinary team conferences regarding the habilitative/rehabilitative needs of patients/residents; may work with volunteers and student interns in rehabilitative therapy; and perform other related duties. Uses self-motivating, recreational activities to improve functioning and independence as well as to reduce or eliminate the effects of illness or disability and to restore, remediate, or rehabilitate motor skills, social skills, sensory functioning, and acceptable social behavior; and provides resident recreation and leisure counseling to enable the patient/resident to appropriately manage his/her leisure lifestyle.

POSITION LOCATION(S)

Positions exist at Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley and Vacaville Psychiatric Programs.

EXAM INFORMATION

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. The principles, procedures, techniques, trends, and literature of rehabilitation services, especially those relating to mental, physical, developmental or geriatric disabilities.
2. The process of restoration, maintenance and development of capabilities.
3. Principles of mental health education.
4. Scope and activities of private and public health and welfare agencies.
5. Characteristics of mental, emotional, physical and developmental disorders.
6. Current trends in mental health, public health, and public welfare.
7. Federal and State programs in these fields.

Ability to:

1. Utilize and effectively apply required technical knowledge.
2. Establish and maintain the confidence and cooperation of persons contacted in the work.
3. Secure accurate clinical data and record such data systematically.
4. Compose clear, accurate, and concise reports.
5. Interpret statistical data.
6. Analyze situations accurately and take effective action.
7. Communicate effectively.

ELIGIBLE LIST INFORMATION

Each hospital/facility will establish its own list. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans Preference credits will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Examination Unit at the testing facility three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department, and the location(s) noted on this bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who will take this test, and all competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled at the spot location of the examination; however, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel office or at the State Personnel Board.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment record and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor's ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a competitor's personal development will include consideration of her/his recognition of her/his training need; her/his plans for self-development; and the progress she/he has made in her/his efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device.