

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	<p>TITLE OF POSITION: <u>Clinical Social Worker (2 Positions)</u> CLASSIFICATION CODE: <u>02822200</u>                  SALARY RANGE: <u>J27A 50427-56729</u> REFERENCE POSITION NO.: <u>137013205-00006</u>                  Department or Agency Name: <u>Corrections</u> APPLICATION PERIOD: <u>10-20-2010 to 11-15-2010</u>                  Division/Section/Unit: <u>Rehabilitative Services/Behavioral Health</u> <u>3 Day Grace</u>                  Assignment(s) / Comments: _____                  Shift and Days: <u>Tuesday-Saturday / 1:00 pm - 8:30 pm</u> Job Location: <u>All ACI Facilities</u>                  Restrictions/Limitations: <u>Pos.#00006 = Leave to Protect Status until 3-26-2011</u>                  Position Covered By Collective Bargaining Union Agreement: Yes <u>X</u> No _____                  Name of Bargaining Unit Union: <u>RIBCO-PROFESSIONAL UNIT</u>                  There is* <u>  </u> is not <u>  X  </u> a Civil Service List for this position <u>See A/B or Both for Specific</u>                  * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position. If there is not a list, position is subject to Merit System Law and Rules as to Future Examinations</p>
<b>General Information to Candidate</b>	<p><b>INSTRUCTIONS:</b>  <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in State service and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the cover letter</u>, both the File Position Title and Number.</p> <p><b>Most Important</b> - Please include the following information:</p> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%;">▪ <i>The title of the position for which you are applying</i></li> <li style="display: inline-block; width: 45%;">▪ <i>Name of department where you are currently employed</i></li> <li style="display: inline-block; width: 45%;">▪ <i>Title of your present position and date you entered it</i></li> <li style="display: inline-block; width: 45%;">▪ <i>Your business telephone number</i></li> <li style="display: inline-block; width: 45%;">▪ <i>Date you entered State service</i></li> <li style="display: inline-block; width: 45%;">▪ <i>Present Union Affiliations</i></li> </ul> <p>*** <b>In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b></p> <p><b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>                  If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. The information you give will be used by the agency Personnel Office to determine if you are qualified for the position. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p><b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b></p> <ul style="list-style-type: none"> <li>▪ <b>Reasonable Accommodations:</b>                      If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a reasonable ACCOMMODATION, then the individual shall not be considered unqualified for the position.</li> <li>▪ <b>Medical Information:</b>                      Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Americans with Disabilities Act (ADA).</li> </ul>
<b>Statement of Duties</b>	<p><b>DUTIES / RESPONSIBILITIES:</b>                  To provide adult male and female offenders with mental health and clinical social work services. Duties include: assessment, evaluation, crisis intervention, individual and group therapy, coordination with discharge planning, and other appropriate treatments and mental health services to individuals incarcerated at the Adult Correctional Institutions.</p>
<b>Minimum Education &amp; Experience</b>	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>                  (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)  <b>Education:</b> Possession of a Master's Degree in social work from an accredited institution of higher education.  <b>Experience:</b> A thorough knowledge of clinical social work techniques and skill in their application in collaboration with medical and para-medical professions and the ability to apply such knowledge effectively as a member of a clinical team. A combination of the above education and experience that shall be substantially equivalent to the above Education and Experience is preferred.  <u><b>RHODE ISLAND CLINICAL SOCIAL WORK LICENSURE PREFERRED</b></u></p>
<b>Where to Apply</b>	<p>Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application Form</b></p> <p>Janet L. Colvin                  Office of Human Resources                  39 Howard Ave.                  Cranston, R.I. 02920</p> <p>Telephone #: <u>(401) 462-0380</u>                  Fax #: <u>(401) 462-2685</u>                  TTY/TDD #: <u>7-1-1</u>                  (Telecommunication Device for the Deaf)                  E-Mail: <u>janet.colvin@doc.ri.gov</u></p>

**E-VERIFY  
 PROGRAM  
 EMPLOYER**

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**

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