



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14TH FLOOR
 NEW YORK, NY 10007

REQUIRED INFORMATION
APPLICATION
EDUCATION AND EXPERIENCE TEST
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO
 Mayor

LISETTE CAMILO
 Commissioner

NOTICE OF EXAMINATION

**ACTIVITY THERAPIST (NYC Health + Hospitals)
 Exam No. 7021
 (For NYC Health + Hospitals Only)**

<p>WHEN TO APPLY: From: February 1, 2017 To: February 21, 2017</p>	<p>APPLICATION FEE: \$54.00</p> <p>If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.</p>
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YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Activity Therapists (NYC Health + Hospitals), under supervision, with latitude for initiative and judgment, perform responsible therapeutic work of varying degrees of difficulty and responsibility in an activity therapy department providing medical/psychiatric recreational therapeutic services for patients/residents, both individually and in group settings, in conjunction with other members of the treatment team. All Activity Therapists (NYC Health + Hospitals) perform related work.

Special Working Conditions: Activity Therapists (NYC Health + Hospitals) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Activity Therapists (NYC Health + Hospitals) and environmental conditions experienced are: standing for long periods of time, pushing wheelchair confined patients/residents, and accompanying patients/residents on field trips off site.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$37, 538 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of NYC Health + Hospitals.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The DCAS Computer-based Testing & Applications Centers will be closed on Monday, February 20, 2017.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY: You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Education and Experience Requirements:

1. A baccalaureate degree from an accredited college including or supplemented by 18 semester credits in recreation, physical education, dance, fine arts, and/or applied arts (including therapy), **and** 12 semester credits in psychology, social psychology, group work, group dynamics, and/or a related field; or
2. A baccalaureate degree from an accredited college **and** one year of full-time satisfactory experience in planning, coordinating and supervising a recreation activities program in a hospital, health care, or related facility; or
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. However, all candidates must possess a baccalaureate degree.

The education requirement must be met by June 30, 2017. The experience requirement must be met by the last day of the Application Period (February 21, 2017).

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. If you are currently employed by the City of New York or NYC Health + Hospitals, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will not receive credit for education which you obtain after June 30, 2017 or experience which you obtain after the end of the Application Period (February 21, 2017).

Medical Requirement: In accordance with applicable Federal, state and local laws and regulations, NYC Health + Hospitals has established medical standards for this position. Accordingly, all eligibles will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met. Additionally, eligibles must pass a drug screening test prior to the date of appointment.

Residency: City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with NYC Health + Hospitals.

Assignment of Duties: Section 424-a of the NYS Social Services Law requires an authorized agency to inquire whether a candidate selected for employment who will have regular and substantial contact with children is, or has been, the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register for child abuse and maltreatment. Statewide Central Register checks will be obtained as part of the background screening process for selected candidates. Candidates who have been the subject of an indicated child abuse and maltreatment report may not be hired or assigned to any position that requires regular and substantial contact with children.

The Protection of People with Special Needs Act: Article 20 of the NYS Executive Law and Article 11 of the NYS Social Services Law require an authorized agency to inquire whether a candidate selected for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious or repeated acts of abuse and neglect through a check of the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who have substantiated/indicated cases on file with the Staff Exclusion List will not be hired or assigned to such a position.

REQUIRED INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Test:** Fill out **Sections A.1, A.4, A.5, A.6, B, C (if applicable), and D (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
3. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for the evaluation as follows:
 - (A) If you wish to claim a diploma/degree **and/or** semester credits in the subject area(s) described in the *How to Qualify* section on page 2 and/or in *The Test* section on page 3, ask for a **“course-by-course”** evaluation (which includes a “document-by-document” evaluation) of your foreign education.
 - (B) If you wish to claim a diploma/degree only and do not wish to claim any semester credits in the subject area(s) described in the *How to Qualify* section on page 2 and/or *The Test* section on page 3, ask for a **“document-by-document”** evaluation of your foreign education.

You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed on page 2. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

Experience:

If you have satisfactory full-time experience in planning, coordinating and conducting a recreational activities program in a hospital, clinical, health care, or related setting for:

At least 1 year but less than 3 years	5 points
At least 3 years but less than 5 years	10 points
5 or more years	15 points

If you have satisfactory full-time experience in assisting in the provision of recreational activities under the supervision of a qualified member of a treatment team in a hospital, clinical, healthcare or related setting for:

At least 1 year but less than 3 years	1 point
At least 3 years but less than 5 years	3 points
5 or more years	5 points

Education:

If you have undergraduate and/or graduate credits completed at an accredited college in therapeutic recreation, dance therapy, music therapy, art therapy, poetry therapy, drama therapy, fine arts, performing arts, psychology, social work, vocational rehabilitation counseling, adaptive physical education, physical education, special education and/or early childhood education, for the completion of:

3 to 9 semester credits	3 points
10 to 19 semester credits	6 points
20 to 30 semester credits	10 points

If you have a master’s degree from an accredited college in any of the aforementioned areas, you will receive an additional 5 points.

Note: Fieldwork or internship courses in any of the aforementioned areas will be credited only if the field work/internship was a separate course and not part of, or a completion requirement for, another course. Education used to meet the minimum requirements **cannot** be used to gain additional credit.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. **Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

Certifications/Registrations/Licenses:

If you possess one or more Certifications/Registrations listed below, you will receive 5 points for each of the following Certifications/Registrations which you possess:

Registered Art Therapist (issued by the Art Therapy Credential Board)
Board Certified Art Therapist (issued by the Art Therapy Credential Board)
Certified Therapeutic Recreation Specialist (issued by the National Council for Therapeutic Recreation Certification)
Certified Park and Recreation Professional (issued by the New York State Recreation and Park Society)
Registered Music Therapist (issued by the National Music Therapy Registry, American Music Therapy Association)
Certified Music Therapist (issued by the National Music Therapy Registry, American Music Therapy Association)
Advanced Certified Music Therapist (issued by the National Music Therapy Registry, American Music Therapy Association)
Board Certified Music Therapist (issued by the Certification Board for Music Therapists)
Registered Drama Therapist (issued by the National Association for Drama Therapy)
Board Certified Trainer (issued by the National Association for Drama Therapy)
Registered Dance/Movement Therapist (issued by the American Dance Therapy Association)
Board Certified Dance/Movement Therapist (issued by the American Dance Therapy Association)
Registered Poetry Therapist (issued by the National Association for Poetry Therapy)
Certified Poetry Therapist (issued by the National Association for Poetry Therapy)
Certification in Psychodrama, Sociometry and Group Psychotherapy (issued by the American Board of Examiners in Psychodrama, Sociometry and Group Psychotherapy)
Certified Dementia Practitioner (issued by the National Council of Certified Dementia Practitioners) (CDP)
Registered Horticultural Therapist (issued by the American Horticultural Therapy Association) (AHTA)

If you possess a Creative Arts Therapist license issued by the New York State Education Department, you will receive 10 points.

You must clearly specify in detail all of your relevant education, experience, and certifications/registrations/licenses on your Education and Experience Test and submit it by the end of the Application Period. List your certifications/registrations/licenses in Section C of your Education and Experience Test. You will not receive credit for education which you obtain after June 30, 2017. You will not receive credit for experience or certifications/registrations/licenses which you obtain after the end of the Application Period.

Education must be obtained **by June 30, 2017**. Experience and certifications/registrations/licenses must be obtained by **the last day of the Application Period (February 21, 2017)**.

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in final score order on an NYC Health + Hospitals eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian, Arabic, Bengali, Chinese (Cantonese), Chinese (Mandarin), French, German, Greek, Haitian/Creole, Hebrew, Hindi, Hungarian, Italian, Khmer, Korean, Portuguese, Polish, Russian, Spanish, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions in Section D of the Education and Experience Test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the specific foreign language(s) on your correspondence.

Reemployment of public service retirees: NYC Health + Hospitals has promulgated rules regarding the reemployment of persons who have already retired from public service. Any such retired person is advised to consult with NYC Health + Hospitals, Human Resources Management, Office of Certification and Examinations at (212) 788-3568 to determine whether he or she would be eligible for appointment from an eligible list established for this examination.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by NYC Health + Hospitals.

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at *OASys@dcas.nyc.gov*. Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support, 1 Centre Street, 14th Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available at nyc.gov/dcas and at the DCAS Computerized Testing & Applications Centers.

NYC Health + Hospitals is an Equal Opportunity Employer.
Title Code No. 004780; NYC Health + Hospitals Plan of Titles

For information about other exams, call 212-669-1357.
Internet: nyc.gov/dcas