



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)
SPECIAL INSERT

**ACTIVITY THERAPIST (HHC)
Exam. No. 6061
(For The New York City Health and Hospitals Corporation Only)**

WHEN TO APPLY: From: February 7, 2007 APPLICATION FEE: \$35.00
To: February 27, 2007 Payable only by money order to D.C.A.S. (EXAMS)

WHAT THE JOB INVOLVES: Activity Therapists, 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 in conjunction with other members of the treatment team. All Activity Therapists perform related work.

Special Working Conditions: Activity Therapists may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Activity Therapists 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 \$32,275 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

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.

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.

Medical Requirement: In accordance with applicable Federal, state and local laws and regulations, the NYC Health and Hospitals Corporation 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 will be subject to 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 the New York City Health and Hospitals Corporation.

Assignment of Duties: Section 424-a of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities 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. State Central Register screening will be obtained prior to considering a candidate for employment as an Activity Therapist. Candidates who have been the subject of an indicated child abuse and maltreatment report will not be assigned to any position which requires child-care responsibilities.

REQUIRED FORM(S):

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A.1, A.4, A.5, B, and D. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Special Insert:** Write your social security number in the space provided on the form. If you wish to claim credit for **course work** from an accredited college towards meeting the qualification requirements for this examination, fill out section **A.1**. If you wish to claim additional credit for **course work** from an accredited college not used to meet the qualification requirements, fill out section **A.2**. If you wish to claim additional credit for a **master's degree**, fill out section **B**. If you wish to claim additional credit for a certification, registration or professional license, fill out section **C**.
4. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements or to obtain additional credit on 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 Fact Sheet included with your application packet. When you contact the evaluation service, you must request a "course-by-course" evaluation (including 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 (DCAS) 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 above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

Experience: You will receive credit for a maximum of five years of experience on the following basis:

1. For full-time satisfactory experience in planning, coordinating, and conducting a recreational activities program in a hospital, clinical, health care, or related setting, you will receive an additional:
 - (A) 5 points for at least one year but less than three years of experience; or
 - (B) 10 points for at least three years but less than five years of experience; or
 - (C) 15 points for five or more years of experience.
2. For full-time satisfactory experience in assisting in the provision of recreational activities under the direct supervision of a qualified member of a treatment team in a hospital, clinical, health care or related setting, you will receive an additional:
 - (A) 1 point for at least one year but less than three years of experience; or
 - (B) 3 points for at least three years but less than five years of experience; or
 - (C) 5 points for five or more years of experience.

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. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Education: After the qualification requirements are met, for 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 you will receive:

- (A) 3 points for between 3 and 9 semester credits; or
- (B) 6 points for between 10 and 19 semester credits; or
- (C) 10 points for between 20 and 30 semester credits.

You will receive 5 points for a master's degree from an accredited college in any of the aforementioned areas.

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.

Certifications/Registrations/License:

Additionally, you will get 5 points for each of the below- listed Certifications/Registrations 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)
- Dance Therapist Registered (issued by the American Dance Therapy Association)
- Academy of Dance Therapists Registered (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)

10 points will be granted for possession of a Creative Arts Therapist License (issued by the New York State Education Department)

Education and experience must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in final score order on a HHC 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/promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Reemployment of Public Service Retirees: HHC has promulgated rules regarding the reemployment of persons who have already retired from public service. Any such retired person is advised to consult with HHC 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.

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Spanish, French, Italian, Chinese (Mandarin), Chinese (Cantonese), Russian, Polish, Hindu, Urdu 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** on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification. If you want to request selective certification consideration at some future date, please submit your request by mail to DCAS Bureau of Examinations - GEEG, 1 Centre Street, 14th floor, New York, NY 10007. Please include the examination number and title in your request.

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 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.

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

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 in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The New York City Health and Hospitals Corporation is an Equal Opportunity Employer.
Title Code No. 004780; Activity Therapist Occupational Group

**For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas**

B: Complete this section if you are claiming additional credit for a MASTER'S DEGREE					For DCAS Use Only
Name of Master's degree completed:					
Name of College/Institution:					
Date degree completed:					

C: Complete this section if you are claiming additional credit for a CERTIFICATION, REGISTRATION OR LICENSE			
Certification/Registration/License	Year Issued	Issuing Organization	For DCAS Use Only
<input type="checkbox"/> Registered Art Therapist			
<input type="checkbox"/> Board Certified Art Therapist			
<input type="checkbox"/> Certified Therapeutic Recreation Specialist			
<input type="checkbox"/> Certified Park and Recreation Professional			
<input type="checkbox"/> Registered Music Therapist			
<input type="checkbox"/> Certified Music Therapist			
<input type="checkbox"/> Advanced Certified Music Therapist			
<input type="checkbox"/> Board Certified Music Therapist			
<input type="checkbox"/> Registered Drama Therapist			
<input type="checkbox"/> Board Certified Trainer			
<input type="checkbox"/> Dance Therapist Registered			
<input type="checkbox"/> Academy of Dance Therapist Registered			
<input type="checkbox"/> Registered Poetry Therapist			
<input type="checkbox"/> Certified Poetry Therapist			
<input type="checkbox"/> Certification in Psychodrama, Sociometry, and Group Psychotherapy			
<input type="checkbox"/> Licensed Creative Arts Therapist			