

PART II

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

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Abolished
1/11/16

Minimum Qualification Specifications
For the Classes:

~~SOCIAL SERVICE AIDE I, II, III~~
SOCIAL SERVICE ASSISTANT IV, V

Abolished
1/11/16

Basic Education/Experience Requirements:

Experience requiring the ability to read, comprehend and apply written directions and a high degree of verbal skill in addition to the ability to make basic mathematical computations, including averaging. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis. This requirement may also be met by possession of a high school diploma.

Experience Requirement:

In addition to the above, applicants must have had progressively responsible experience of the kind and quality described below and in the amounts shown in the table below:

Class Title	Specialized Exp (years)
Social Service Aide I	0
Social Service Aide II	1
Social Service Aide III	2
Social Service Assistant IV	3
Social Service Assistant V	4

Specialized Experience: Experience in providing supportive services to social workers, or other professional workers in medical and psychiatric programs; e.g. performing clerical tasks in processing various documents, transporting patients and materials to and from various destinations, explaining to patients the services available, assisting in overseeing group activities.

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Quality of Experience:

For level III and above, possession of the required amount of experience will not in itself be accepted as proof of qualification. The applicant's overall experience must have been of such scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered. In addition, applicants for the IV, V, and VI levels must show that they possess the ability to perform effectively with minimum directions and/or supervision.

Substitutions Allowed:

Substitutions of Education for Experience:

1. Training received at an accredited college or university in social work, sociology, psychology, education, human development or other related behavioral science fields, may be substituted for the Specialized Experience requirement on a year-for-year basis up to a maximum of three (3) years. Experience may be substituted on the basis of 15 semester hours of training for six (6) months of experience provided that at least three (3) credits per semester were in the areas specified.
2. Satisfactory completion of a Human Services curriculum at an accredited community college, technical school, or junior college which resulted in a Certificate of Achievement or Associate of Science or related degree may be substituted for Specialized Experience on a year-for-year basis up to a maximum of two (2) years.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

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Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum qualification specifications for the SOCIAL SERVICE AIDE/ASSISTANT series to change the title from Aid to Aide, effective July 1, 2008.

This is an amendment to the minimum qualification specifications for the classes, SOCIAL SERVICE AIDE I – III, SOCIAL SERVICE ASSISTANT IV & V, to include the mental/emotional requirement, effective May 1, 2007.

This class is adopted, effective March 24, 2003.

DATE APPROVED: July 1, 2008

JANICE WAKATSUKI
VP/Director of Human Resources