

PART II

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

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Minimum Qualification Specifications
for the Classes:

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SOCIAL WORKER I, II, III, IV, V, VI, VII

This standard covers social work in positions performing professional social work in healthcare.

Minimum Education and Experience Requirements:

Satisfactory completion of a four year course leading to a bachelor's degree from an accredited university with a minimum of 12 semester credit hours in such courses as psychology, sociology, social welfare, social work or other related social science.

Experience Requirements:

| LEVEL | EDUCATION | SPECIALIZED EXPERIENCE |
|-------|--|------------------------|
| I | Bachelor's degree | 0 |
| II | Bachelor's degree | ½ yr. |
| | Bachelor's degree in Social Work | 0 |
| | Successful completion of 1 yr of graduate school in Social Work | 0 |
| III | Bachelor's degree | 1 – ½ yrs. |
| | Bachelor's degree in Social Work | 1 yr. |
| | Successful completion of 2 yrs of graduate school in Social Work | ½ yr. |
| | Master's degree in Social Work | 0 |
| IV | Bachelor's degree | 2 – ½ yrs. |
| | Bachelor's degree in Social Work | 2 yrs. |
| | Successful completion of 2 yrs of graduate school in Social Work | 1 – ½ yrs. |
| | Master's degree in Social Work | 1 yr. |
| | Doctorate degree in Social Work | 0 |
| V | Bachelor's degree | 3 – ½ yrs. |
| | Bachelor's degree in Social Work | 3 yrs. |
| | Successful completion of 2 yrs of graduate school in Social Work | 2 – ½ yrs. |
| | Master's degree in Social Work | 2 yrs. |
| | Doctorate degree in Social Work | 1 yr. |
| VI | Bachelor's degree | 4 – ½ yrs. |
| | Bachelor's degree in Social Work | 4 yrs. |
| | Successful completion of 2 yrs of graduate school in Social Work | 3 – ½ yrs. |
| | Master's degree in Social Work | 3 yrs. |
| | Doctorate degree in Social Work | 2 yrs. |

Specialized Experience

Experience in a program of direct social welfare which has required the application of a knowledge of social work methods and techniques in carrying out the responsibilities for providing social welfare services.

Level IV, V and VI: One (1) year of Specialized Experience must have been equivalent to the next lower level.

Level I: Bachelor's degree from an accredited university with a minimum of 12 semester credit hours in such courses as psychology, sociology, social welfare, social work or other related social science.

Level II: Applicants must meet the requirements specified in A, B or C below:

- A. Bachelor's degree from an accredited university with a minimum of 12 semester credit hours in such courses as psychology, sociology, social welfare, social work or other related social science and one-half (1/2) year of social work experience.
- B. Bachelor's degree in **social work** from an accredited university.
- C. Successful completion of one year of graduate study in an accredited school of social work.

Level III: Applicants must meet the requirements specified in A, B, C or D below:

- A. Bachelor's degree from an accredited university with a minimum of 12 semester credit hours in such courses as psychology, sociology, social welfare, social work or other related social science and one and one-half (1-1/2) years of social work experience.
- B. Bachelor's degree in **social work** from an accredited university and one (1) year of social work experience.
- C. Successful completion of two years of graduate study in an accredited school of social work plus one-half (1/2) year of social work experience.

- D. Master's degree in social work from an accredited school of social work.

Level IV: Applicants must meet the requirements specified in A, B, C, D or E below:

- A. Bachelor's degree from an accredited university with a minimum of 12 semester credit hours in such courses as psychology, sociology, social welfare, social work or other related social science and two and one-half (2-1/2) years of social work experience. Such experience must have demonstrated ability to perform the most difficult and complex assignments.
- B. Bachelor's degree in **social work** from an accredited university and two (2) years of social work experience.
- C. Successful completion of two years of graduate study in an accredited school of social work plus one and one-half (1-1/2) years of social work experience.
- D. Master's degree in social work from an accredited school of social work and one (1) year of social work.
- E. Doctorate degree in social work from an accredited school of social work with emphasis in general welfare.

Level V: In addition to meeting the requirements for level IV, applicants must have had a minimum of one additional year of social work experience equivalent to the III level.

Level VI: In addition to meeting the requirements for level V, applicants must have had a minimum of one additional year of social work experience comparable to the V level.

Additional Education/Experience requirement (Department of Health Administrative Rules, Chapter 93 and 94):

For positions that are Directors of the Social Work Department or Social Work consultants, the incumbent must possess a master's degree from a school of social work accredited by the Council of Social Work Education or possess a bachelor's degree from a school of social work accredited by the Council of Social Work Education and two (2) years of supervised social work experience in a health care setting working directly with individuals.

Substitution of Education for Specialized Experience:

- A. Satisfactory completion of a four-year course leading to a bachelor's degree in **social work** from an accredited university may be substituted for ½ year of specialized experience.
- B. Successful completion of one year of graduate study in an accredited school of social work may be substituted for ½ year of specialized experience.
- C. Successful completion of two years of graduate study in an accredited school of social work may be substituted for 1 year of specialized experience.
- D. Successful completion of a course of study in an accredited school of social work leading to a master's degree in social work, will have met all the experience required for the Level III.
- E. Successful completion of a course of study in an accredited school of social work leading to a doctor's degree in social work with emphasis in general welfare, will have met all the experience required for Level IV.

Quality of Experience and Training:

The number of years of experience required for any grade level in any social work setting represents the minimum amount of time necessary to qualify for the appropriate position, but length of time does not of itself signify qualifying. The applicant's work experience must also have been of a quality and scope sufficient to enable the satisfactory performance of assignments typical of the grade level. The evaluation of the applicant's performance and potential will be based upon information acquired through confidential inquiry of supervisors and others familiar with the nature and quality of work assigned and performed.

For supervisory positions at levels V and VI, the experience and training of applicants must show clearly that they have acquired the knowledge, skills and abilities needed to assume the responsibilities and perform the supervisory duties of the position for which they are being considered.

Non-Qualifying Experience:

The following types of experience are not considered qualifying social work experience as they normally would not have provided the necessary social work concepts and

theories and the background and knowledge of the principles, methods and techniques of social work:

(1) Experience providing supportive services to professional social workers, vocational rehabilitation specialists, public housing managers, or other professional workers in such programs as public welfare, family court, etc.; (2) Experience determining the eligibility of applicants/recipients for benefits under a public welfare program such as medical assistance, food stamps and other benefits; (3) Experience providing vocational, educational, psychological, or pastoral counseling; (4) Experience providing occupational or physical therapeutic services; (5) Peace Corps or VISTA work experience which did not require the application of professional knowledge of the principles and practices of social work and/or was not performed under competent professional supervision; (6) Experience relocating clients who are displaced as a result of urban renewal or other similar reasons; and (7) Trainee level type social work experience will not be considered qualifying unless work is performed under competent professional social work supervision.

Personal Qualities:

Persons selected for appointment should be suited in personal qualities and temperament for this type of work. They should have a sense of responsibility, initiative, respect for clients and colleagues and a desire to help people. They must possess sound judgment and sympathetic insight in dealing with those they serve, patience in accommodating to the behavior of others, and adaptability to discipline.

Interview:

Candidates may be required to appear for an interview conducted for the purpose of evaluating personal qualities essential to the effective performance of the duties of the position.

Driver's License:

For certain positions, applicants may be required to have a driver's license.

Selective Qualification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, selection may be restricted to applicants who possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective qualification must show the connection between the kind of training and/or experience on which they wish to base the selective qualification on and the duties of the position to be filled.

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 or Designee.

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 specification for the classes SOCIAL WORKER I, II, III, IV, V and VI, effective February 28, 2006.

This is an amendment to the minimum qualification specification for the classes SOCIAL WORKER I, II, III, IV, V and VI, effective February 1, 2003.

This is an amendment to the minimum qualification specification for the classes SOCIAL WORKER I, II, III, IV, V, VI approved on March 20, 1989.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: _____
JANICE WAKATSUKI
VP/Director of Human Resources