PART I

HAWAII HEALTH SYSTEMS CORPORATION STATE OF HAWAII

3.107

Class Specification for the Class:

SOCIAL WORKER VII SR-28; BU:23

Duties Summary:

Manages in accordance with agency's standards and requirements a social work program or a group of social work programs of moderate intensity and/or scope; or manages the work of a social work consultant staff which provides administrative consultant services to statewide social work programs; and performs other related duties as assigned.

Distinguishing Characteristics:

In the management of social work programs, this class plans, directs, controls and coordinates a social work program or a group of social work programs and allied public welfare which, because of the intensity of services and extensive geographic area of coverage, requires the control and coordination of services through subordinate staff members and supervisors at central and branch locations and moderately complex procedures and organizational management; or plans, directs and coordinates a major statewide social work program which involves functional supervision and/or consultative services to county jurisdictions; or in providing consultation services, plans, directs, coordinates and reviews the work of a staff unit engaged in providing administrative consultant services to program administrators and supervisors by developing, revising and evaluating the policies, procedures and standards necessary for the execution of social work program plans.

Examples of Duties:

Plans, organizes, directs and coordinates the activities and operations of a major social work program or group of programs; formulates, develops and interprets policies and procedures concerning activities and operations; develops and maintains cooperative working relationships with welfare and community agencies; prepares correspondence, reports and other materials; performs public relations and allied promotional functions; plans and conducts staff meetings with subordinate supervisors and/or social workers; evaluates work performed; may plan, compile and edit data for annual reports; may prepare, present and justify a budget; may study and evaluate operations to determine training needs; may direct the evaluation, development and/or revision of policies, procedures and standards of operation; may represent the agency in court or in interagency meetings; may make recommendations for changes in program execution, etc.;

may provide functional supervision of consultative services to personnel in other agencies or jurisdictions.

Knowledges and Abilities Required:

<u>Knowledge of</u>: Principles and practices of social work; dynamics of human behavior; community resources and their effective utilization to help individuals and families; principles and practices of interviewing; socio-economic problems of the community as they relate to social work services; pertinent laws, rules, regulations and policies; principles and practices of supervision and management.

<u>Ability to</u> : Manage consultant or line social services; formulate operating policies and procedures; meet, elicit the cooperation of and deal effectively with associates, committees and representatives of community groups and organizations in the social work area; provide leadership in social services; prepare clear and concise reports and correspondence; prepare an operating budget.
This is the first class specification for the new class SOCIAL WORK VII.
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

Vice President/Chief Human Resources Officer