

Minimum Qualification Specification
for the Class:SOCIAL WORKER VII

This standard covers social work in General Welfare; i.e., positions performing professional social work in public welfare and health welfare. Other program areas may be added as developments dictate.

Education Requirement:

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 Requirement:

Except for the substitutions provided below, applicants must have had the type of experience described in the statements immediately following and in the amounts indicated below:

Class Title	Specialized Experience (years)	Supervisory Experience (years)	Admin Aptitude	Total Exper (years)
Social Worker VII	4-1/2	1	*	5-1/2

Specialized Experience: Responsible work 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.

Supervisory Experience: Work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

Administrative Aptitude: Administrative aptitude is the demonstration of aptitude or potential for the performance of administrative assignments in a manner which clearly indicates awareness of management problems and the ability to solve them. Such evidence may be in the form of success in regular or special assignments or projects

which involve administrative problems (e.g., in planning, organizing, promoting and directing a program providing staff advice and assistance); interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trail assignments to managerial and/or administrative tasks.

Non-Qualifying Experience:

The following types of experience are not considered qualifying social work experience:

- (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.

Substitutions Allowed:

1. Satisfactory completion of a four year course leading to a bachelor's degree in social work from an accredited college or university may be substituted for six months of Specialized Experience.
2. Satisfactory completion of a course of study in an accredited school of social work leading to a master's degree in social work may be substituted for one and one-half years of Specialized Experience.
3. Satisfactory 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 may be substituted for two and one-half years of Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of 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.

Selective Certification:

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

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification 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.

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 class, SOCIAL WORKER VII, to update the supervisory experience requirement and delete the test requirement, effective February 16, 2009.

This is the first minimum qualification specification for the new class SOCIAL WORKER 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.

DATE APPROVED: February 16, 2009

JANICE YEE
VP/Director of Human Resources