###### PART I HAWAII HEALTH SYSTEMS CORPORATION

### STATE OF HAWAII

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3.076

Class Specifications

for the classes:

# SOCIAL SERVICE ASSISTANT IV, V

SR-11; SR-13

BU:03

SOCIAL SERVICE ASSISTANT IV 3.075

Duties Summary:

Independently performs a variety of tasks involving extensive fieldwork and out-reach functions; serves as liaison between professional staff, patients and their families.

Typical Work Assignments:

Participates in a variety of tasks ranging from those which are simple-clerical in nature to those involving assistance with discharge planning, maintaining medical record documentation; aftercare planning in order that return to the community can be orderly and therapeutically beneficial to the patient, taking into account the conditions, behaviors, and attitudes which impede successful and lasting adaptation in the community; assists patients and their family members or significant other with the social, economic, and environmental problems which interfere with a timely discharge; establishes and maintains a therapeutic relationship with patient and their family.

Knowledge and Abilities Required:

Knowledge of policies, procedures, programs and activities of the program to which assigned; some knowledge of interviewing techniques; ability to search for and locate required information from a wide variety of sources; general knowledge of the needs, problems and attitudes of patients and their family; knowledge of community resources and their utilization; ability to work independently and follow oral and written instructions; ability to control group situations; ability to perform a variety of clerical tasks; ability to establish and maintain favorable relationships with patients and families; ability to prepare simple reports.

SOCIAL SERVICE ASSISTANT V 3.076

Duties Summary:

Makes referrals to standard community resources and/or professional staff.

Typical Work Assignments:

In addition to performing duties described in the lower level, initiates contacts with appropriate agency/facility responsible for placement to see if there are vacancies; satisfies all pre-admission requirements and arranges for the transport to the appropriate facility at discharge; coordinate the patient’s re-entry phrase of treatment and continuity of care with their families or health center’s staff in making the necessary plans and arrangements for community visits; living arrangements; financial assistance; appropriate supervision; medical, psychiatric, and care management follow-up.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the lower level, this class requires: thorough knowledge of the services and objectives of the program to which assigned; ability to refer patients to standard community resources; ability to supervise group activities of patients.

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This is an amendment to the class specifications for SOCIAL SERVICE ASSISTANT IV and V effective May 20, 2020.

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This is an amendment to abolish the class specifications for SOCIAL SERVICE AIDE I, II and III effective January 11, 2016.

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This is an amendment to the class specifications for the Social Service Aide/Assistant series, to change the title from Aid to Aide, effective July 1, 2008.

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This class is adopted, effective March 24, 2003.

DATE APPROVED: May 20, 2020 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JUANITA LAUTI

Chief Human Resources Officer