# PART II HAWAII HEALTH SYSTEMS CORPORATION

STATE OF HAWAII

3.075

3.076

## Minimum Qualification Specifications

For the Classes:

#### SOCIAL SERVICE ASSISTANT IV, V

Basic Education/Experience Requirements:

Experience which demonstrated the ability to read, comprehend and apply written directions, a high degree of verbal skill, and 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, or equivalent.

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, or any equivalent combination of training and experience.

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| --- | --- |
| Class Title | Specialized Exp  (years) |
| Social Service Assistant IV | 3 |
| Social Service Assistant V | 4 |

Specialized Experience: Experience providing supportive services to professional workers in social service or other health related agency; e.g. performing clerical tasks in processing various documents, transporting patients and materials to and from various destinations, observing and reporting of patients interactions, emotional physical or mental symptoms and problems; explaining to patients/residents the services available, assisting in overseeing group activities. Experience must have involved engaging with patients and their families.

Quality of Experience:

Possession of the required amount 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 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.

Substitutions Allowed:

1. Successful completion of thirty (30) semester credit hours of coursework from an accredited college or university, may be substituted for Specialized. Experience on a year-for-year basis up to a maximum of three (3) years.
2. Satisfactory completion of a human, social services, or health sciences curriculum at an accredited community college, technical school, or junior college which resulted in a Certificate of Achievement, 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 Chief Human Resources Officer.

Mental/Emotional Requirements:

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

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

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

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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.

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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.

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This class is adopted, effective March 24, 2003.

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

JUANITA LAUTI

Chief Human Resources Officer