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	<u>SOCIAL WORKER II, III, IV, V, VI, and VII</u>	

Education Requirement:

Graduation with a bachelor's degree or master's degree in social work from a program of study accredited by the Council on Social Work Education, or a doctoral degree in social work from a college or university accredited by the Western Association of Schools and Colleges, or a comparable regional accreditation body.

(Note: Although HHSC is exempt from Act 238, SLH 2005, HHSC must comply with the Department of Health Administrative Rules, Title 11, Chapter 93-33.)

The education background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

In addition to the knowledge and abilities required to perform the work of this series, persons with social work degree, by virtue of their education and training also bring with them knowledge of principles, procedures, techniques, trends, research, values, ethical standards and practices of professional social work; theories, methods and techniques of psychosocial assessment and diagnostic impressions in order to evaluate and provide treatment for the social service needs of individuals, couples, families and groups to prevent psychosocial dysfunction, disability or impairment including emotional, mental and behavioral disorders; social casework principles, practices, methods and techniques, including group work, community organization and planning; social work research methods and techniques; and the ability to apply professional social work knowledge, principles, ethics and skills in direct practice with individuals and groups, and in supervising other social workers and healthcare services specialists; understand and demonstrate skill in the application of social work principles, methods and practices; and effectively communicate the principles of social work practice or a specific discipline within the practice of social work.

Experience Requirements:

Applicants must have had progressively responsible experience of the kind and quality described in the amounts shown on the next page, or any equivalent combination of training and experience.

Class Title	Specialized Experience (years)			Supervisory Experience (years)	Administrative Experience (years)	Total Experience (years)		
	BSW	MSW	PhD SW			BSW	MSW	PhD SW
SW II	0	0	0	0		0	0	0
SW III	1	0	0	0		1	0	0
SW IV	2	1	0	0		2	1	0
SW V	3	2	1	*		3	2	1
SW VI	4	3	2	*		4	3	2
SW VII	4	3	2	1	**	5	4	3

Specialized Experience:

Progressively responsible professional work experience which involved helping individuals and their families find satisfactory ways of identifying their problems, coping with their conditions, and functioning effectively within their environments. Depending on the employment setting and the kinds of clients or patients served, job duties and responsibilities may vary, although typically the work will include the identification and evaluation of the client's or patient's problems and needs; the development of a service or treatment plan, sometimes in tandem with other professionals working in an interdisciplinary team; the initiation and implementation of the service plan, either directly or through the authorization of provider/vendor services; monitoring of services being provided; and evaluation/assessment of the client's or patient's progress, with amendments to the service/treatment plan made as appropriate.

*Supervisory Aptitude: Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

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 will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. 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 administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the areas of administration accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Non-Qualifying Experience:

Experience which does not provide the necessary professional human services concepts and theories and the background and knowledge of the principles, methods and techniques of professional human services work will not be considered as qualifying experience. Examples of non-qualifying experience include, but are not limited to:

- (1) Experience providing supportive services to professional Healthcare Services Specialists, Human Services Professional, Social Workers, Vocational Rehabilitation Specialists, Public Housing Managers, or other professional workers in such programs as public welfare, family court, etc.; where predominant tasks included, e.g., transporting persons or making phone calls to confirm/monitor appointments; and
- (2) Experience determining the eligibility of applicants/recipients for benefits under a public welfare program such as medical assistance, food stamps and other benefits.

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 level of responsibility as to conclusively demonstrate that the applicant has the ability to perform the duties of the position for which the applicant is being considered.

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. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

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 & Chief Human Resources Officer 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 II, III, IV, V, VI and VII, and deletion of SOCIAL WORKER I level effective September 1, 2022.

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.

DATE APPROVED: Aug 23, 2022



JUANITA LAUTI
VP & Chief Human Resources Officer