

HAWAII HEALTH SYSTEMS CORPORATION  
STATE OF HAWAII

Minimum Qualification Specifications  
for the Classes:

SOCIAL WORKER II, III, IV, V, VI, & VII  
Job Codes: 3.102, 3.103, 3.104, 3.105, 3.106, 3.107

Education: 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:

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:

Social Worker II: None required.

Social Worker III: One year of specialized 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.

Social Worker IV: Two years of specialized 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.

Social Worker V: Three years of specialized 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. Must have 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.

Social Worker VI: Four years of specialized 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. Must have 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.

Social Worker VII: Four years of specialized 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, **and**

One year of supervisory 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, **and**

Must have Administrative Aptitude which 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.

Substitutions Allowed:

- a. A master's degree in Social Work from a program of study accredited by the Council on Social Work Education may be substituted for one year of the specialized experience requirement for Social Worker IV and higher levels.
- b. 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 may be substituted for up to 2 years of specialized experience for Social Worker V and higher levels.

*If a degree is used to substitute for the education requirement, it may not be used again towards the experience requirement. If work experience is used to substitute for education, it may not be used again to meet the experience requirement. If the applicant holds more than one degree, transcripts must be provided, and a thorough review will be conducted by the human resources staff in order for more than one degree to be credited toward the minimum qualification requirements (if applicable).*

Driver's License:

For certain positions, possession of a valid State of Hawai'i Driver License (Class 3) or any other valid comparable driver license may be required.

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 they have the ability to perform the duties of the position for which they are being considered.

Selective Certification:

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 eligible who possess the pertinent experience and/or training required to perform the duties of the position.

Regions or facilities 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.

Health & Physical Requirements:

Applicants must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without reasonable accommodation.

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This is an amendment to the minimum qualification specification for the classes SOCIAL WORKER II, III, IV, V, VI and VII, to update the Substitutions Allowed, Quality of Experience, Selective Certification, Health & Physical and delete Mental/Emotional Requirements effective May 15, 2026.  
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APPROVED: May 15, 2026

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JUANITA LAUTI  
Vice President & Chief Human Resources Officer