



GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDĀT ESPETĀT MIMURIĀT GUĀHĀN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913

Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



AREA OF CONSIDERATION – OPEN COMPETITIVE

TO ESTABLISH A LIST FOR THE POSITION OF **MEDICAL SOCIAL SERVICES ADMINISTRATOR**

OPEN: November 14, 2023

CLOSING DATE: CONTINUOUS

ANN. NO.: 24-64

GENERAL PAY PLAN

OPEN: P-01 \$67,696.00 P/A to P-10 \$92,933.00 P/A
PROMOTION: P-01 \$67,696.00 P/A to P-18 \$119,315.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

- A) Three (3) years of progressively responsible professional social work experience including, one (1) year in a supervisory capacity; and graduation from a recognized college or university with a Master's degree in social work; or
- B) Four (4) years of progressively responsible professional social work experience including, of which one (1) year in a supervisory capacity; and graduation from a recognized college or university with a Bachelor's degree in social work; or
- C) Five (5) years of progressively responsible professional social work experience including, of which one (1) year in a supervisory capacity; and graduation from a recognized college or university with a Bachelor's degree in social or behavioral sciences.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a current license under the Guam Board of Social Work and a valid driver's license.

Possession of a current Basic Life Support (BLS) from the American Heart Association (AHA).

NATURE OF WORK:

Administers the Medical Social Services programs of Guam Memorial Hospital Authority.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans and administers programs of the Medical Social Services Department of Guam Memorial Hospital Authority. Directs all Department programs for clientele in the hospital. Administers programs established in accordance with HCFA and JCAHO standards. Establishes and maintains relationships with other governmental agencies and organizations in community toward meeting patient needs and services. Evaluates the effectiveness of the case work plan or treatment program; conducts and evaluates supervisory case reviews. Coordinates the Off-Island Medical Referral program for GMHA. Directs diagnostic studies and treatment of patients and/or their families, utilizing community resources. Manages the department's Quality Assurance Plan. Develops and coordinates program requirements with the medical doctor and other members of health team. Provides interpretative and consultative services concerning treatment, medical assistance and community referral programs, and the hospital policies to patients, families of patients, and the community. Confers periodically with the Hospital Management team on the most effective use of staff and resources. Develops and administers agency policies and procedures for department assigned personnel, including staff development, safety, budget, and physical facilities. Maintains records and prepares reports relative to programs. Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of social casework principles, practices and techniques.
- Knowledge of current social, economic, psychiatric, and health developments and resources.
- Knowledge of community organizations and resource for linking patient clientele.
- Ability to administer the programs of medical social service.
- Ability to supervise the work of others.

- Ability to develop and maintain cooperative working relationships with other disciplines and to utilize community resources.
- Ability to make decisions in accordance with appropriate program guidelines.
- Ability to work in a multi-disciplinary hospital setting.
- Ability to analyze and evaluate program plans and operations and make recommendations regarding policy and operational methods directed toward their improvement.
- Ability to interpret and apply laws, regulations, and other program guidelines pertinent to the provision of social services.
- Ability to work effectively with the public and employees.
- Ability to maintain records and prepare reports.
- Skill in the safe operation of a motor vehicle.

EXAMINATION REQUIREMENTS: A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, effective September 30, 2008, all new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job.

CMS OMNIBUS COVID-19 HEALTHCARE STAFF VACCINATION REQUIREMENT: Pursuant to CMS regulation, all eligible staff, both current and new, working at either the acute hospital or the Skilled Nursing Facility, are required to be fully vaccinated against COVID-19. The CMS mandate applies to all eligible staff working at almost all CMS-certified facilities that participate in the Medicare and Medicaid programs. This includes facility employees, licensed practitioners, students, trainees, vendors, contractors and volunteers. Additionally, this includes individuals who provide care, treatment, or other services for the facility and/or its patients under contract or other arrangements, even at a third party location.

DRUG SCREENING AND PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION: All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment. All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical examination and COVID screening and show proof of COVID vaccination.

PRIMARY SOURCE VERIFICATION: Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is at the applicant's expense.

VETERANS' PREFERENCE: Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

POLICE AND COURT CLEARANCE: Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and Superior Court of Guam clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of resident.

AREA OF CONSIDERATION AND INTERVIEW PROCESS: A personal interview, interview by telephone or video conferencing will be held by the appointing authority or his designee for eligible candidates referred via certification. Certification for interviews are prepared from valid eligibility listings in accordance with the area of consideration or examination and in the following order if available: 1) Departmental; 2) Government-wide; and 3) Open Competitive. Candidates will be contacted accordingly during active recruitment when their names are reached on the appropriate list.

Important Note: Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for notifying the Human Resources Office of any changes in contact information to include email and mailing addresses.

IMPORTANT INFORMATION: Public Law 99-603 (8USC, Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

WHERE TO APPLY: Applicants must submit the "Guam Memorial Hospital Authority – Employment Application" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday or via email to human.resources@gmha.org. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call (671) 647-2409/2171 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96913. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

APPROVED:



LILLIAN Q. PEREZ-POSADAS, MN, RN
Hospital Administrator/CEO

