



GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDAT ESPETAT MIMURIAT GUAHAN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913
Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



AREA OF CONSIDERATION – DEPARTMENTAL COMPETITIVE

(This examination is for permanent classified employees within Guam Memorial Hospital Authority)

TO ESTABLISH A LIST FOR THE POSITION OF

SOCIAL WORKER III

OPEN: September 25, 2024

CLOSING DATE: October 8, 2024

ANN. NO.: 25-02

GENERAL PAY PLAN

OPEN: N-01 \$54,918.00 P/A to N-10 \$75,392.00 P/A
PROMOTION: N-01 \$54,918.00 P/A to N-18 \$96,793.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

- A) Three (3) years of professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social or behavioral sciences; or
- B) Two (2) years of professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social work; or
- C) One (1) year of professional social work experience and graduation from a recognized college or university with a Master's degree in social work; or
- D) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license; and

Possession of a current license under the Guam Board of Social Work; and

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

NATURE OF WORK:

This is complex professional social casework involving casework, diagnosis, and intensive treatment of clients and conducting life study consultations with agencies and institutions.

Employees in this class perform the full range of complex professional social work duties, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced professional staff.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Provides casework supervision to subordinate social workers on cases that are complex in nature and cases requiring further services or information; provides subordinate social workers with guidance relative to program policies and procedures; monitors social worker's daily performance; reviews social worker's daily, weekly, and quarterly reports. Assists in the planning and coordination of program activities. Assists in planning, scheduling, and conducting case conferences with other disciplines for treatment planning and evaluation of patients. Determines medical social services eligibility on new admissions; determines parents share in the purchase of medical services and corrective appliances. Interviews clients to assess client's social situation; identifies psychosocial problems that would interfere with treatment plan; provides supportive counseling to clients and families; assists them in understanding client's physical and/or mental disability; encourages and motivates patient and family to actively participate and cooperate in treatment plan. Conducts home visits for follow-ups or home assessment to ensure client's treatment plan will be successful. Coordinates with other agencies and organizations in the provision of services for clients or family. Attends court hearings in the interest of clients, or as requested. Submits weekly, quarterly and other required reports. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of social casework theories, principles and practices.
- Ability to understand the dynamics of individual and group behavior.
- Ability to apply and interpret rules and regulations, and procedures pertaining to social work.
- Ability to develop and implement individual treatment plans with flexibility and independence.
- Ability to utilize relevant personality theory, casework method, and consultation in social work practice.
- Ability to interpret programs to other staff, disciplines and community agencies.
- Ability to analyze information and to make work decisions based on this information.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- 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.

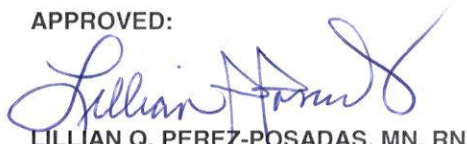
Important Note: Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for 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 7:00 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