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**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION
(Dibision Inadilanto yan Guinaha Para Taotao)

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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
PSYCHIATRIC SOCIAL WORKER I
Announcement Number: DOA 167-19

Open: December 13, 2019 Close: January 06, 2020

GENERAL PAY PLAN (GPP)
OPEN: N-01; \$45,014 P/A –N-10; \$61,796 P/A
PROMOTION: N-01; \$45,014 P/A –N-18; \$79,338 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.garrf.com. For other inquiries please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Graduation from a recognized school of social work with a Master's degree in psychiatric social work or related field that required a clinical practicum or internship.

Necessary Special Qualification

Possession of a valid driver's license.

Nature of work

This is moderately complex professional psychiatric social work. Employees in this class perform routine clinical treatment duties independently after initial training and participate in the full range of complex professional duties under closer supervision.

Illustrative Examples of Work

Conducts clinical interviews with patients, relatives and other appropriate persons to obtain pertinent information for the purpose of formulating a diagnosis of psycho-social problems. Participates in the development of a diagnostically based treatment plan. Performs indirect services to include case conferences and final disposition of cases. Conducts group and individual psychotherapy, play therapy, family therapy, behavior therapy and other forms of behavior modification. Confers with medical/nursing staff, psychology, rehabilitation educational and other professionals regarding specific cases. Makes referrals to other community resources as appropriate. Screens walk-ins and referrals to determine appropriateness for services. Maintains comprehensive case records and statistics. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles, techniques and practices of social casework. Knowledge of the dynamics of human behavior applicable to diagnostic or treatment interviews. Knowledge of the problems of personal and social adjustment within a psychodynamic framework. Ability to utilize relevant personality theory, casework methods, supervision and consultation in clinical social work practice. Ability to make work decisions in accordance with program guidelines. Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines. Ability to function constructively under the pressures and risks involved in working with persons having complex social, physical, emotional and related problems. Ability to prepare accurate case histories and factual reports. Ability to develop diagnostic skills in the development of treatment plans. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records. Skills in the safe operation of a motor vehicle.

Minimum Educational Requirements

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 a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120/1174.

PSYCHIATRIC SOCIAL WORKER I OPEN COMPETITIVE EXAMINATION

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP), failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov. For further information, you may email doajobs@doa.guam.gov.



For: MICHAEL W. SCHNIEPP, Acting
ASSISTANT PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.