



EDWARD M. BIRN
Director (Direktot)

RENA K. BORJA
Deputy Director (Sigundo Direktot)

DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION
(*Dibision Inadilanto yan Guinaha Para Taotao*)

Telephone (Telifon): (671) 475-1288/1132 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO
Governor (Maga'hága)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'láhi)

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of PSYCHIATRIC SOCIAL SERVICE ADMINISTRATOR

Announcement Number: DOA75-26

Open: May 05, 2026 – Close: May 26, 2026

GENERAL PAY PLAN (GPP)

OPEN: R-01; \$80,061 P/A –R-10; \$109,907 P/A

PROMOTIN: R-01; \$80,061 P/A –R-18; \$141,108 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.ggrf.com. For other inquires 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

Five (5) years of progressively responsible experience in health and human services administration, clinical social work or clinical psychology, or in the field of mental health, of which three (3) years must have been in a supervisory or administrative capacity in treatment programs and graduation from a recognized college or university with a Master's Degree in the field of social work, psychology or related field; or

Any equivalent combination of experience and training beyond the Master's Degree which provides the minimum knowledge, abilities, and skills.

Nature of work

Administers a system of care of mental health services, programs and activities of the Division of Child-Adolescent and Family Service of the Department of Mental Health and Substance Abuse.

Illustrative Examples of Work

Plans, organizes, directs and coordinates an island-wide system of mental health care and related services comprising of inpatient and outpatient services of intake assessment, counselling and case-management/care-coordination services, therapeutic day treatment, respite care and intensive home based services and other service array in the development of system of care for children-adolescents with severe emotional difficulties, or who are at risk, and their families. Develops and implements operating policies and procedures and regulations governing the department's clinical services to children, adolescents and their families. Reviews and evaluates the services, activities and facilities to determine the needs, service effectiveness and operating efficiency. Participates in the development of administrative guidelines for staff to insure effective and efficient operations. Confers, collaborates and consults with specialists in various fields affecting services; develops and coordinates referral procedures and cooperative agreements with other agencies for the provision of mental health services. Prepares, justifies and manages the Division's budget; assesses staff development needs and plans for staff development and competency-based training; and performs other administrative functions. Conducts case reviews to determine appropriateness of treatment plans, conformance to program policies, regulations and procedures and to evaluate quality of services. Prepares reports, correspondence and other documents. Makes independent decisions on program management and staffing patterns following established departmental guidelines. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles, practices, and techniques of mental health and public administration. Knowledge of system of care values and principles as it relates to treatment of individuals with mental illness and in particular to children and adolescents with severe emotional difficulties and their families. Knowledge of the problems of personal and social adjustment within a psychodynamic framework. Ability to administer comprehensive psychiatric and social work programs and activities. Ability to analyze and evaluate program effectiveness and implement recommended changes in organization policies and procedures to enhance effectiveness. Ability to prepare and present comprehensive written reports and other statistical data. Ability to communicate effectively, orally and in writing. Skill in the development of diagnostically based treatment plans.

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 a 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 475-1141/1128/1274.**

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.

PSYCHIATRIC SOCIAL SERVICE ADMINISTRATOR OPEN COMPETITIVE EXAMINATION

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. In addition, persons who have applied for, or are seeking reemployment/reappointment in the government and previously had a non-negative drug test result must meet certain conditions to be re-drug tested for employment. For more information, see **DOA Circular 2023-014** located under the heading, "DOA HR Circulars", on the Resources page of the following website: www.hr.doa.guam.gov/resources

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 send a written notification to you explaining these requirements. You will have ten (10) calendar days from the date of your written notification to submit police and court clearances that are no older than one (1) month from the date of your written notification. The cost of the clearances is your responsibility. 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

Applicants may submit an employment application and any required documents for the position to DOAJOB@DOA.GUAM.GOV. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews. OUR OFFICE WILL ONLY BE ACCEPTING APPLICATIONS ELECTRONICALLY. EMPLOYMENT APPLICATION FORMS ARE ACCESSIBLE TO DOWNLOAD ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT WWW.HR.DOA.GUAM.GOV.**

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.


Director of Administration

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.