



234A U.S. Army Juan C. Fejeran Street Barrigada, Guam 96913
Tel: 671-635-1409 Fax: 671-635-1444
Website: <http://www.catholicsocialservicesguam.org>
E-mail Address: css@guam.net

Announcement Number: 22-34

Who can apply: **PUBLIC**

Open: 8/17/22

Closed: UNTIL CLOSED

Position Title	Program
SOCIAL WORKER	ALEE SHELTER II

CHARACTER OF THE JOB:

This is professional social work involved in the application of social work principles in various social work settings. Employees in this class perform professional social work duties independently after initial training and participate in the full range of complex professional duties under minimal supervision. May include supervisory responsibilities, as assigned.

ILLUSTRATIVE EXAMPLES OF WORK:

(These examples do not list all the duties which may be assigned; any one position may not include all duties listed)

1. Conduct initial interview and assess appropriateness of referral.
2. Interview clients and other appropriate persons to obtain information on social history.
3. Interview clients to assess client's social situation; identifies psychosocial problems that would interfere with the Individual Care Plan (ICP); provides supportive counseling to clients and families; assist them in understanding client's physical and/or mental disability; encourage and motivates client and family to actively participate and cooperate in the ICP.
4. Conducts home visit for follow-ups or home assessments and re-assessments to ensure client's ICP will be successful;
5. Conduct assessments and develop individualized service plans for client(s).
6. Conduct semi-annual evaluations and/or evaluate present situation of family, children or adults to update or revise individualized service plans and recommend alternative solutions and placement.
7. Refer clients to appropriate resources for specialized services, as needed.
8. Prepare social studies, case histories, reports and evaluations necessary to document service plans and progress in meeting client goals and objectives.
9. Coordinates with other agencies and organizations in the provision of services for clients/or family.
10. Reports immediately all suspected cases of abuse of client to the Bureau of Adult Protective Services (BAPS) and document the report in the client's file.



234A U.S. Army Juan C. Fejeran Street Barrigada, Guam 96913
Tel: 671-635-1409 Fax: 671-635-1444
Website: <http://www.catholicsocialservicesguam.org>
E-mail Address: css@guam.net

11. Attend court hearings in the interest of clients, or as requested.
12. Participate in multi-disciplinary treatment meetings or conferences with appropriate professionals and para-professionals in the interest of the client(s).
13. Confer with agency representatives and other professional staff or workers regarding services or case status as needed.
14. Participate in the selection, summarization and presentation of case data from a variety of sources for casework planning, supervisory conferences and consultation.
15. Network and collaborate with numerous agencies to ensure that services are provided to clients.
16. Maintain confidentiality of all records, client files and other program data and information.
17. Maintain good moral conduct consistent with the agency personnel regulations and professional ethics.
18. Perform related duties as required or assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of social casework theories, principles and practices; and interviewing techniques.
2. Knowledge of basic computer skills.
3. Knowledge of individual and/or group behavior and effective ways of working with people.
4. Good human relations and interpersonal skills.
5. Ability to learn, interpret and apply laws, regulations, policies and procedures pertaining to social welfare and public health programs, and organization policies and procedures.
6. Ability to develop and implement the Individual Care Plan (ICP);
7. Ability to interview and develop service plans for all clients, including those with physical, intellectual and cognitive disabilities.
8. Ability to work effectively with collateral contacts within the community and network with other organizations in the delivery of services to clients.
9. Ability to communicate effectively with verbal and written skills.
10. Ability to prepare accurate case records and statistical reports.
11. Skill in the safe operation of a motor vehicle.

REQUIRED EDUCATION AND EXPERIENCE:

1. Graduation from a recognized college or university with a Master's degree in social work, human services, social or behavioral sciences, or gerontology from a recognized college or university with one (1) year of professional social work experience; or
2. Graduation from a recognized college or university with a Bachelor's Degree in Social Work and minimum 2 years of professional social work experience.

SPECIAL REQUIREMENTS:



234A U.S. Army Juan C. Fejeran Street Barrigada, Guam 96913
Tel: 671-635-1409 Fax: 671-635-1444
Website: <http://www.catholicsocialservicesguam.org>
E-mail Address: css@guam.net

- A. Current Institutional Health Certificate
- B. Current Drug-Free Certification
- C. *District Court Clearance for Title III Program only*
- D. Updated "Free of Infectious Disease" Certification
- E. First Aid/CPR Certification
- F. CPI Certification
- G. Driver's/Chauffer's Licenses and reliable transportation

REQUIRED DOCUMENTS: To validate credentials you may claim (e.g. High School Diploma, /College Transcript), a copy of a certified copy of the document(s) and resume must accompany the application. Failure to provide proof may result in a determination of not meeting required education and/or experience. If selected, you will be required to submit a recent Police, Traffic and Court Clearance and submit to and pass a drug test.

For more information, please contact Ms. Linda Del Rosario, Personnel Officer at 635-1412.

DIANA B. CALVO
Executive Director

Catholic Social Services does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factor.