

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.072
	STATE OF HAWAII	3.073
		3.074
	Minimum Qualification Specifications	3.075
	for the Classes:	3.076
		3.077

SOCIAL SERVICE AID I, II, III
SOCIAL SERVICE ASSISTANT IV, V, VI
(SOCIAL SERVICE ASST IV, V, VI)

Basic Education/Experience Requirements

Experience which demonstrated the ability to read, comprehend and apply written directions, a high degree of verbal skill, and the ability to make basic mathematical computations, including averaging. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis. This requirement may also be met by possession of a high school diploma, or equivalent.

Experience Requirements

In addition to the above, applicants must have had progressively responsible experience of the kind and quality described below and in the amounts shown in the table below, or any equivalent combination of training and experience.

Class Title	Specialized Experience (years)
Social Service Aid I	0
Social Service Aid II	1
Social Service Aid III	2
Social Service Assistant IV	3
Social Service Assistant V	4
Social Service Assistant VI	5

Specialized Experience: Experience providing supportive services to professional workers in a social service or a health related agency e.g., performing clerical tasks in processing various documents, transporting clients and materials to and from various destinations, observing and reporting of client interactions, emotional, physical or mental symptoms and problems; explaining to clients or tenants the services

available, assisting in overseeing group activities such as bowling and swimming. Experience must have involved engaging with clients.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Substitutions Allowed

1. Successful completion of thirty (30) semester credit hours of coursework from an accredited college or university, may be substituted for Specialized Experience on a year-for-year basis up to a maximum of three (3) years.
2. Satisfactory completion of a human, social services, or health sciences curriculum at an accredited community college, technical school, or junior college which resulted in a Certificate of Achievement, Associate of Science, or related degree may be substituted for Specialized Experience on a year-for-year basis, up to a maximum of two (2) years.

Physical and Medical Requirements

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes SOCIAL SERVICE AID I, II, III and SOCIAL SERVICE ASSISTANT IV, V, VI, approved on February 1, 2012.

DATE APPROVED: November 19, 2019

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