



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
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K. ERIK SWANSON, Ph.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE JOB ANNOUNCEMENT

To establish a list for the position of

SOCIAL WORKER III (3.075)

ANNOUNCEMENT NO. HRD-019-2026

Open: December 03, 2025 Close: CONTINUOUS (UNTIL FILLED)

2023 GENERAL PAY PLAN (GPP)

OPEN: N-1; \$54,918.00 per annum

Employment: Limited Term - Full Time

Location: **SPECIAL EDUCATION**

Funding: **Federally Funded**

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

- (A) Three 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 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 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.

MINIMUM 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, "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 high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job."

NOTE: 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.

NATURE OF WORK IN THIS CLASS:

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

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.

EMPLOYMENT BENEFITS:

This is a limited-term appointment (full-time) position. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay period per year.

APPLICATION SUBMISSION AND DEADLINE:

Employment applications may be obtained from our website <https://www.gdoe.net/District/Department/14-Human-Resources-Division/1750-Forms.html> or at the GDOE Human Resources Division located at Building-B, 501 Mariner Avenue, Barrigada.

Interested applicants must submit a completed Employment Application form on or before the application deadline. Applications with supporting documents will be accepted up **until the position is filled** via email or in our office between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time (CHST), Monday through Friday, except holidays. Please note that there are two types of DOE job applications - one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

FAIR CHANCES HIRING PROCESS ACT (FCHPA):

This is an **EXEMPT** position. Please complete an FCHPA Exempt Position Job Application. For exempt positions, employers are exempt from following the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. **Under this job announcement you are requested to submit a police and court clearance report and to answer questions regarding any criminal convictions at the time of application in order to expedite the hiring process.** Convictions, dismissals from employment, dishonorable separations from military service, or other conditions do not necessarily mean automatic disqualification. In determination employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirement of the position to be filled as well as final review and approval from the Superintendent.

FOR ADDITIONAL INFORMATION: Please refer to the **Employment Application General Instructions and Important Information Sheets**, call 475-0496, and/or email humanresources@gdoe.net.



KATHERINE M.P. ADA,
Personnel Services Administrator

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