



State of Hawaii  
Department of Health  
Adult Mental Health Division  
Maui Community Mental Health Center Branch  
Wailuku/Kahului, Maui

**Social Worker or Human Services Professional III & IV - Lanai City (PREA)**

Level III - \$4,252 to \$5,178 per month (SR-20, Step C to H)

Level IV - \$4,600 - \$5,600 per month (SR-22, Step C to H)

Note: Hiring rates will be based on availability of funds, the applicant's, and other relevant factors.

Full-Time, Permanent, Civil Service position. Performs comprehensive, assessments to determine the consumer's strengths, risk factors, support systems and environmental resources as well as perceived needs and problems. Collaborates with the consumer and the interdisciplinary team to develop the Master Treatment Plan and independently develops the plan together with the consumer. Identifies needs and assists the consumer to link with formal and informal community resources. coordinates crisis plans for assigned consumers and participates in the provision of the full range of crisis intervention services. Participates in forensic programming in conjunction with the Forensic Services Section. Develops and maintains cooperative working relationships with the various public and private agencies and community organizations located within the geographic area. Provides timely and accurate documentation in the consumer's clinical record and in the AMHD management information system of activities and other related data and information.

**Minimum Qualifications**

**To qualify, you must meet all of the following requirements:**

**EDUCATION:** Social Worker III & IV: In accordance with Act 238, SLH 2005, applicants must possess a bachelor's or master's degree in social work from a program of study accredited by the Council on Social Work Education, or a doctoral degree in social work from a college or university accredited by the Western Association of Schools and Colleges, or a comparable regional accredited body. Human Services Professional III & IV: A bachelor's degree from an accredited four-year college or university which included a minimum of 12 semester credit hours in courses such as counseling, criminal justice, human services, psychology, social work, social welfare, sociology or other behavioral sciences. For the Human Services Professional III & IV Only: Excess work experience as described under the Specialized Experience below, or any other responsible administrative professional or analytical work experience that provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree, including the coursework specified above, may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

**SPECIALIZED EXPERIENCE:** Applicants must possess progressively responsible professional work experience which involved helping individuals and their families find satisfactory ways of identifying their problems, coping with their conditions, and functioning effectively within their environments in the amounts shown below. Please note that possession of the required numbers of years of experience will not in itself be accepted as proof of qualification for the position. The applicant's overall experience must have been of such scope and level of reasonability as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered. Social Worker: For applicants who possess a Bachelor of Social Work degree, one year for the Level III and for the Level IV, two years of the aforementioned specialized Experience. For applicants who possess a Master of Social Work degree, none for the Level III and for the Level IV, one year of the aforementioned Specialized Experience. For applicants who possess a Ph.D. degree in Social Work, no Specialized Experience. Human Services Professional: One and one-half years for the Level III and For the Level IV, two and one-half years of the aforementioned Specialized Experience.

Substitutions Allowed: Relevant substitutions as described in the Minimum Qualification Requirements, will apply.

**LICENSE:** Valid Driver's License is required at the time of appointment.

**Who May Apply**

**LEGAL AUTHORIZATION TO WORK REQUIREMENT:** The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

**How to Apply**

Visit the Department of Human Resources Development website at <http://agency.governmentjobs.com/hawaii/default.cfm>.

Human Services Professional III & IV Recruitment # 22-0056 (position #26892): Lanai City, Lanai

Continuous until needs are met.

**Other Information**

For additional information, you may contact Martha Hufft at (808) 984-2509.

This position is exempt from the civil service and temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

Effective immediately, as a condition of employment with the State of Hawai'i, each qualified candidate who has been given a conditional offer of employment must show proof of full COVID-19 vaccination and shall be fully vaccinated by his/her/their employment start date. A reasonable accommodation will be provided if requested by a candidate and it is determined through an interactive process that pregnancy, a qualifying disability, or a sincerely held religious belief prevents the candidate from receiving a COVID-19 vaccination.

Please note that the COVID-19 vaccination policy above will apply to both new hires not currently employed by the State of Hawaii Executive branch, as well as current State of Hawaii Executive Branch Employees who are being considered for placement into another State of Hawaii Executive Branch position.

**Prison Rape Elimination Act (PREA) Requirement:** As required by the Prison Rape Elimination Act of 2003 (PREA), Federal law states that "...an agency shall not hire or promote anyone who may have contact with inmates and who:

- (1) **Has engaged in sexual abuse** in a prison, jail, lockup, community confinement facility, juvenile facility or other institution.
- (2) **Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.**
- (3) **Has been civilly or administratively adjudicated to have engaged** in the activity described in #2 above.
- (4) **Has been the subject of substantiated allegations of sexual harassment or resigned during a pending investigation of alleged sexual abuse or sexual harassment.**



State of Hawaii  
Department of Health

\_\_\_\_\_  
Today's Date

You were recently referred to our vacancy for \_\_\_\_\_, \_\_\_\_\_.  
Position # Position Title

This position involves contact with inmates/juvenile residents in a correctional/juvenile facility (prison and jail) or lockup. As required by the Prison Rape Elimination Act of 2003 (PREA), all applicants who may have contact with an inmate/juvenile resident in a correctional/juvenile facility (prison and jail) or lockup as described in the law must answer the four (4) questions below to determine their eligibility for this position.

In accordance with Federal law, the State of Hawaii shall not hire nor promote anyone who may have contact with inmates who:

**(A) Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution.**

Have you engaged in sexual abuse as described in (A) above?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**(B) Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.**

Have you been convicted of engaging or attempting to engage in sexual activity as described in (B) above?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**(C) Has been civilly or administratively adjudicated (there was a formal finding and a judgment or decision was rendered in a civil or administrative proceeding) to have engaged in the activity described in (B) above.**

Have you been civilly or administratively adjudicated to have engaged in the activity described in (B) above?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**(D) Has been the subject of substantiated allegations of sexual abuse or sexual harassment or resigned during a pending investigation of alleged sexual abuse or sexual harassment.**

Have you been the subject of a substantiated allegation of sexual abuse or sexual harassment or resigned during a pending investigation of alleged sexual abuse or sexual harassment?

\_\_\_\_\_ Yes \_\_\_\_\_ No

I certify that my responses to the questions in this questionnaire are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment in the service of the State of Hawaii.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Although you may have already answered these questions when you submitted your application, **you must complete and mail this questionnaire** to the Department of Health, Human Resources Office, Recruitment & Examination Section, 1250 Punchbowl Street Room 122, Honolulu, Hawaii 96813 **by close of business,**

\_\_\_\_\_  
Date (7 working days from date of this questionnaire)

If we do not receive your completed questionnaire by the requested deadline, we will assume you are not interested in being considered for this vacancy and your name will be removed from any further consideration for this position.