



**JUDICIARY OF GUAM  
HUMAN RESOURCES DIVISION  
JOB STANDARD**

POSITION TITLE: JUDICIAL SOCIAL WORKER III  
POSITION STATUS:  Classified  Unclassified  P/T  F/T  
FLSA CATEGORY: Exempt EEO CATEGORY: Professional  
HAY POINTS: (KH) E II 2 = 230 (PS) D 3 (33) = 76 (AC) D 2 C = 87  
TOTAL POINTS: 393 PAY GRADE: N  
DATE ESTABLISHED: April 2017 PREPARED BY: Human Resources Staff  
CONCURRED:  HR ADMINISTRATOR APPROVED:  ADMINISTRATOR OF THE COURTS, ACTING

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**NATURE OF WORK IN THIS CLASS:**

This is complex professional social work involving the full application of social work principles and theories in the diagnosis, treatment, and life consultation studies of adult and children.

An employee in this class performs complex professional independent work in specialized areas of the profession. Employee often serves as team leader over lower level social workers and administrative staff.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Provides guidance to lower level social workers on cases that are complex in nature and require further services or information.

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 clients.

Interviews clients and other appropriate persons to assess cases referred to the Judiciary; identifies psychosocial problems that would interfere with treatment plan; and provides supportive counseling.

Conducts home visits for follow-ups or home assessment to ensure treatment plan will be successful.

Coordinates with various individuals, families and agencies to compile information for assessment or referral for Psychometric testing and evaluation.

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Confers with public officials, agency representatives, and other professional persons regarding specific cases.

Prepares and maintains comprehensive case histories, records, statistics, reports and evaluations concerning information secured and services rendered to clients.

May attend court hearings on behalf of the clients, or as requested.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of social casework theories, principles and techniques.

Knowledge of applicable computer word processing, spreadsheet, and database applications.

Ability to understand the dynamics of human behavior of individuals and groups.

Ability to develop and implement individual treatment plans with flexibility and independence.

Ability to utilize relevant personality theory, casework method, supervision, and consultation in social work practices.

Ability to interpret programs to other staff, disciplines, and community agencies.

Ability to analyze information and make work decisions in accordance with appropriate program guidelines.

Ability to work and communicate effectively with the public, government officials (local and federal), court employees, and to network effectively with agencies in a professional and courteous manner.

Ability to exercise sound judgement in the solving of social work problems and make decisions in accordance with federal and local laws, policies, rules, and regulations and other program guidelines.

Ability to conduct meetings and make formal presentations.

Ability to organize, maintain records and prepare comprehensive reports independently.

Skill in the safe operation of a motor vehicle.

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**MINIMUM EXPERIENCE AND TRAINING:**

- (A) Graduation from a recognized college or university with a Bachelor's degree in Social Work and two (2) years of professional social work experience; and possession of a valid license; or
- (B) Graduation from a recognized college or university with a Bachelor's degree in social or behavioral science and three (3) years of professional social work experience.

**REQUIRED LICENSES/CERTIFICATES:**

Social Worker license in accordance with the Social Work Practice Act, enacted by Public Law 31-250 and later amendments, codified as Title 10 GCA, Chapter 12, Article 23.

Possession of a valid driver's license.

