

**BEFORE THE 2007 JUDICIAL COUNCIL OF GUAM
RESOLUTION NO. JC 07-001**

**RELATIVE TO RATIFICATION OF COUNCIL'S DECISION TO CREATE THE
JUDICIAL SOCIAL WORKER II JOB STANDARD**

WHEREAS, the Office of the Public Guardian of Guam has for several years shouldered a significant burden with limited staff, which is supported by a five year workload report; and

WHEREAS, a recent audit report indicated that the workload of the office has affected the efficient management of the office as well as its accounts; and

WHEREAS, as a result of such audit report the Chief Justice authorized the Administrator of the Courts to detail a probation officer to assist the Office of the Public Guardian; and

WHEREAS, the Public Guardian reports that the assistance has been invaluable but that the office is in serious need of a Social Worker; and

WHEREAS, a Social Worker I will not be sufficient because the office is seriously in need of an individual with a bachelor's degree as well as two years of field work experience; and

WHEREAS, the Council reviewed the proposed Judicial Social Worker II Job Standard, a copy of which is attached hereto as Exhibit A; and

WHEREAS, the Council voted to approve the creation of the Judicial Social Worker II Job Standard;

NOW THEREFORE BE IT RESOLVED that the decision of the Council at its regularly scheduled meeting of November 30, 2006 to approve the creation of the Judicial Social Worker II Job Standard is **HEREBY RATIFIED**.

DULY ADOPTED this 18th day of January, 2007 at a duly noticed meeting of the Judicial Council of Guam.

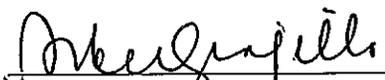


F. PHILIP CARBULLIDO, Chairman

Date: _____

1-19-07

ATTEST:


ANNABELLE C. MAJILLO, Secretary

Date: _____

January 19, 2007

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

POSITION TITLE: JUDICIAL SOCIAL WORKER II
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Non-Exempt EEO CATEGORY: Professional
HAY POINTS: (KH) E 1 2 = 200 (PS) D 3 (29) = 57 (AC) D C 1 = 50
TOTAL POINTS: 307 PAY GRADE: L
DATE ESTABLISHED: November 2006 PREPARED BY: Human Resources Staff

CONCURRED: _____ APPROVED: _____
HR ADMINISTRATOR ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:

This is moderately complex professional social work involved in the application of social work principles and theories in the diagnosis and treatment of adult and elderly wards who have social problems.

An employee in this class performs moderately complex professional work independently on an ongoing basis and participates in the full range of complex professional duties under close supervision.

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.)

Interviews clients and other appropriate persons to obtain information and makes preliminary assessment of cases referred to the Office of Public Guardian for guardianship services or to make proper referrals.

Develops an assessment and service plan for the client; provides counseling to assist with adjustment problems; places Public Guardian wards in appropriate facilities; prepares all forms and documents necessary to achieve service plan.

Participates in treatment team meetings and in the selection, summarization, and presentation of case data from a variety of sources for casework planning, supervisory conferences, and consultation.

Coordinates with various individuals, families and agencies to compile information for assessment or referral for Psychometric testing and evaluation; coordinates with pharmacies for medical prescriptions of wards which may include pick-up and delivery of medicines; transports wards to and from scheduled appointments.

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 wards.

Exhibit "A"

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

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

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the social casework principles and techniques.

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

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 making 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 understand the dynamics of human behavior of individuals and groups.

Ability to refer clients to appropriate agency resources.

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

Ability to organize and maintain records and prepare comprehensive reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- A) Graduation from a recognized college or university with a Bachelor's degree in Social Work;
or
- B) Graduation from a recognized college or university with a Bachelor's degree in social or behavioral science and one (1) year of professional social work experience.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.