



PUBLIC DEFENDER SERVICE CORPORATION
Government of Guam



EMPLOYMENT OPPORTUNITY

OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION SOCIAL WORKER I	
Announcement No.: PDSC JA-05-2025	OPEN: January 14, 2025 CLOSE: January 27, 2025
Pay Grade: L	OPEN: L-1 \$45,618 P/A to L-10 \$62,625 P/A PROMOTIONAL: L-1 \$45,618 P/A to L-18 \$80,402 P/A
WHO MAY APPLY	Open to all government of Guam employees and the public.
MINIMUM EXPERIENCE AND TRAINING	Graduation from a recognized college or university with a Bachelor's degree in social or behavioral sciences.
NECESSARY SPECIAL QUALIFICATION	Possession of a valid driver's license.
NATURE OF WORK	This is routine professional social work involved in the application of social work principles in various social work settings. Employees in this class perform routine professional social work duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.
ILLUSTRATIVE EXAMPLES OF WORK	<p>(These examples do not list all the duties which may be assigned; nor do the examples cover all duties which may be performed.)</p> <p>Conducts initial interviews and assesses appropriateness of referral.</p> <p>Interviews clients and other appropriate persons to obtain information on social history.</p> <p>Conducts assessment and develops service plan for the client.</p> <p>Evaluates present situation of family, children, or adults and makes recommendations regarding alternative placement.</p> <p>Refers clients to appropriate resources for specialized services.</p> <p>Prepares all forms necessary to achieve service plan.</p> <p>Prepares written summary or essential reports regarding case progress and maintains records on case activities.</p> <p>Cooperates with other agencies in making services available to clients.</p> <p>Attends court hearing in the interest of clients, or as requested.</p> <p>Performs related duties as necessary.</p>
MINIMUM KNOWLEDGE ABILITIES & SKILLS	<ul style="list-style-type: none"> • Knowledge of individual and group behavior and effective ways of working with people. • Knowledge of the problems of personal and social adjustment. • Ability to learn and apply social casework principles and practices. • Ability to develop social work skills. • Ability to learn, interpret and apply laws, regulations, policies and procedures pertaining to social work program. • Ability to interview and prepare plan for clients having physical, mental and social problems. • Ability to work effectively with the public and employees. • Ability to communicate effectively, orally and in writing; • Ability to prepare accurate case records and statistical reports. • Skill in the safe operation of a motor vehicle.

“AN EQUAL OPPORTUNITY EMPLOYER”

EVALUATION METHOD	Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the minimum requirements of the position.
EDUCATION	All new employment in the service of the government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of a high school diploma or a successful completion of a General Education Development (GED) Test or any equivalent of a general education high school program, or a successful completion of certificate program from a recognized accredited or certified vocational technical institution in a specialized field required for the job pursuant to Public Law 29-113. Applicants claiming college educational accomplishments are required to submit official or verified copies of transcripts.
PROHIBITION PURSUANT TO PUBLIC LAW 28-98	No person convicted of a sex offense under the provision of Chapter 25 of Title 9 Guam Code Annotated (GCA), or an offense as defined in Article 2 of Chapter 28 of Title 9 GCA in Guam, or an offense in any jurisdiction which includes at a minimum, all the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.
DRUG SCREENING	Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before employed. This also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
WHERE TO APPLY	You may submit job applications at Public Defender Service Corporation located at 779 Route 4, Sinajana from 8:00 am to 5:00 pm, Monday to Friday, or via email. Application and supporting documents must be attached as one file referencing the Job Announcement Number and emailed to Human Resources at hr@guampdsc.org . Employment applications are available online at www.guampdsc.org .
FOR MORE INFORMATION	Please call 475-3100 x 823 or visit the Public Defender Service Corporation.

Public Defender Service Corporation is an Equal Opportunity Employer.

**STEPHEN P. HATTORI
EXECUTIVE DIRECTOR**