

**SOCIAL WORK ASSOCIATE
QUALIFICATION STANDARD
GS-0187-5/8
AUTHORITY: 38 U.S.C. 7402
PART I**

DUTIES: Performs a wide variety of duties in support of professional social workers, providing assistance and services as prescribed for individual cases by social workers in conjunction with their professional treatment. Assignments include interviewing patients and others for informational or service purposes; handling selected referrals to social and health facilities; obtaining and compiling data and similar types of work. GS-5 is a trainee level. At the higher grades work is more complex and there is less close supervision.

REQUIREMENTS

Education: Bachelor's degree from an accredited college or university in major fields of study such as: social welfare, sociology, psychology, public administration, philosophy, education, anthropology, history, economics and/or English.

Experience

GS-5:

None.

GS-7: One year of experience as a social welfare worker or social work assistant in a voluntary, public, social, or health agency.

GS-8: Two years of such experience, which must have included 1 year in a medical setting.

QUALIFYING EXPERIENCE: Must have been of a quality and scope to enable applicants to perform assignments typical of the grade level for which considered. For GS-7/8, applicants must have had 1 year of experience at a level of difficulty and responsibility equivalent to the next lower grade in the Federal service.

BASIS OF RATING: Applicants are rated on a scale of 100 on the extent and quality of education and experience in relation to the requirements for these positions. Ratings based upon information furnished in application and any additional evidence available.

PERSONAL QUALITIES: Applicants must be suited in personality and temperament for this work and must have demonstrated ability to work well with others.

INTERVIEW: Before appointment, qualified candidates may be requested to appear for an interview.

DRIVER'S LICENSE REQUIREMENT: A driver's license in the State or Territory in which assigned may be required. If required, candidates must pass a Federal service driving test.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

All positions involving Federal motor vehicle operation carry the additional medical requirements specified in 5 CFR, part 930, subpart A.

PART II

EXAMINING GUIDE (INTERNAL USE ONLY)

BASIS OF RATING: Rating procedure III is suggested. Transcripts and evaluations from teachers should be obtained to determine quality of educational performance. Evaluations should also be obtained from supervisors of previous employment, including part-time and summer.

Relatedness, quality, and extent of education and experience should all receive consideration in the rating schedule established. Completion of the undergraduate curricula in social welfare in a college or university, which is a constituent member of the Council on Social Work Education, should be rated higher than other less related curricula.

RECENCY: Recency of education and/or experience may be considered in relative ranking, but will not be the sole basis of disqualification.

PERSONAL CHARACTERISTICS: Any evidence that an applicant lacks the ability to work well with others should reduce the applicant's rating.

RESPONSIBLE OFFICE: Human Resources and Administration/Operations, Security and Preparedness (HRA/OSP) (006), Office of the Chief Human Capital Officer (OCHCO) (05), Recruitment and Placement Policy Service (059)