

**OLIVE VIEW-UCLA MEDICAL CENTER  
CLINICAL SOCIAL WORK  
POLICY & PROCEDURE**

**NUMBER: 1343  
VERSION: 1**

**SUBJECT/TITLE: DEPARTMENT OF HEALTH SERVICES, JOB SPECIFICATIONS**

**PURPOSE:** To provide the class specifications and the minimum qualifications for all positions in the Clinical Social Work Department. The attached specifications cover all the current Clinical Social Work positions.

**POLICY:** The Department of Health Services Class Specifications present information about employment requirements for each position. These are the minimum qualifications for these positions. They provide eligibility guidelines and standards for each item. They may be found on the DHS-HR website.

**PROCEDURES:** Each Class Specification has information specific to each position in the Clinical Social Work Department that includes:

- Title
- Item Number
- Job Definition
- Standards
- Duty Examples
- Minimum Educational Requirements and Work Experience
- Specific Training Requirements

References: DHS Human Resources Website	
Approved by: Stephanie Johnson (Assistant Hospital Administrator)	Date: 04/26/2011
Review Date: <b>04/26/2014</b> , 2/28/00, 3/1/01, 1/17/03 JS, 7/18/04 JS, 7/13/05 JS, 9/26/07 JS,	Revision Date:
Distribution: Clinical Social Work	
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