



Human Services Specialist III

Salary Group: B13

Class Code: 5702

| CLASS TITLE | CLASS CODE | SALARY GROUP | SALARY RANGE |
|--------------------------------------|-------------|--------------|----------------------------|
| HUMAN SERVICES SPECIALIST I | 5700 | B11 | \$32,332 - \$47,355 |
| HUMAN SERVICES SPECIALIST II | 5701 | B12 | \$33,840 - \$49,798 |
| HUMAN SERVICES SPECIALIST III | 5702 | B13 | \$35,439 - \$52,388 |
| HUMAN SERVICES SPECIALIST IV | 5703 | B14 | \$37,144 - \$55,134 |
| HUMAN SERVICES SPECIALIST V | 5704 | B15 | \$38,976 - \$58,045 |
| HUMAN SERVICES SPECIALIST VI | 5705 | B16 | \$40,918 - \$61,130 |
| HUMAN SERVICES SPECIALIST VII | 5706 | B17 | \$42,976 - \$64,469 |

GENERAL DESCRIPTION

Performs moderately complex (journey-level) social service or case management work. Work involves collecting, preparing, and reviewing cases to facilitate access to medical, educational, social, and other services; and providing intervention and frequent contact with individuals, facilities, and service providers. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts life needs assessments and participates in developing client support plans.

Provides casework services for adults or children with physical, mental, emotional, and social problems.

Provides institution or clinic orientation to clients or their families, and instructs clients in the proper use of services.

Interviews clients, their families and friends, or authorized representatives to collect information necessary to determine program eligibility or to obtain social and developmental history and status.

Certifies service eligibility, computes benefit amounts, and determines certification period lengths.

Explains program benefits, requirements, rights of appeal, and fair hearings to clients and their families.

Prepares clients and their families for furloughs and hospital discharge.

Monitors clients' case status and communicates status to their families and relevant service providers.

May assist psychiatrists, physicians, and other medical professionals in the rehabilitation of patients.

May speak to community groups to explain programs.

May participate in unit administration and program development.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in human services work. Graduation from an accredited four-year college or university with major coursework in human services, social science, business, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of community and government service delivery systems and case management delivery systems; case guidelines, regulations, and policies; interviewing techniques; mental illness and the emotional components of physical illness; rehabilitation methods; individual needs associated with disabilities; and community welfare resources.

Skill in interviewing, and in conducting individual needs assessments.

Ability to convey instructions and explanations to clients and interested parties, to negotiate available services, and to provide guidance to others.