

STUDENT HUMAN SERVICES WORKER

6701

GENERAL DESCRIPTION OF CLASS

The STUDENT HUMAN SERVICES WORKER participates in special training programs within a state agency. Employees in this class may be required to have some knowledge applicable to the assigned activity or training program and assist a permanent professional employee in a typical field of specialization associated with human support service occupations such as Therapy, Human Services, Social Services and Medical Services.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

Under guidance of a permanent employee, student workers in this class receive training and work experience in one or more activities or programs listed below or may conduct other assignments within the same general human service occupations. Students work part-time or on a limited basis with working hours coordinated with their school schedule. Students in this class are responsible for assignments which range from simple to complex depending upon their level of education and/or already acquired education, training, and/or experience.

- 1. Therapy Activities.** Typical tasks: performs a variety of routine therapy such as guiding and overseeing patients/residents in groups or on a one-to-one basis in general activity programs providing range of motion exercises and instructing residents in various manual and creative activities; assists therapeutic recreation personnel by guiding and directing residents in groups on field trips; opens and prepares pool and dressing room areas for swimmer use; conducts lifeguard duty during resident, staff, and family swims; performs therapy related tasks in the care and treatment of residents by assisting residents with personal needs such as dressing, eating, toileting and other related activities.
- 2. Transport Activities.** Typical tasks: escorts ambulatory and wheelchair residents to and from treatment area; transports children or clients to and from court-ordered parent visitations; transports staff and clients to and from court hearings, medical, dental, and interview appointments, group meetings and/or counseling sessions; observes and orally reports progress and reaction of residents in therapy program to professional staff; intervenes if clients' behavior is negative or if inappropriate conversations take place; charts patient care given; schedules residents for therapy activities and performs other clerical related tasks as needed.
- 3. Information Gathering.** Typical tasks: interviews family members and references to gather information and determine personal characteristics and attributes of family; observes home conditions for compliance with requirements on foster parenting; assesses information and characteristics of family and makes recommendations to professional staff for or against home certification as a foster home; assists in recruiting adoptive parent applicants through informational material.
- 4. Instructional Activities.** Typical tasks: assists in teaching food safety, meal planning, food preparation, proper nutrition and other food or nutrition related skills to low income homemakers in small groups.

5.Miscellaneous. Typical tasks: puts away material and equipment used in therapy; cleans treatment area and equipment.

RELATIONSHIPS WITH OTHERS

Depending on assigned tasks, employees in this class have daily in-person contact with patients/residents or clients when conducting therapy related program activities. They may have contact, in person or by telephone, with agency personnel, other agencies, medical/dental personnel, and the public to obtain program related information or statistics.

SUPERVISION RECEIVED

Employees in this class receive close supervision from a supervisor or manager who assigns work orally and through written instructions. Work is reviewed on a daily, in progress basis for accuracy and timely completion. Work is also reviewed through reports and periodic meetings to ensure adherence to agency policies and procedures and applicable State and Federal laws, rules, and regulations. As performance warrants, the level of difficulty in assignments may increase and additional duties may be assigned.

Employees in this class use applicable State and Federal laws, rules, and regulations, agency policies and procedures, administrative rules, and applicable program manuals to serve as guidelines in providing services and dealing with patients/residents or clients.

GENERAL INFORMATION

Positions in this class are found primarily in human resource agencies, correctional, or mental health facilities and hospitals. They require the willingness to work within the environment associated with the position's location.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Basic knowledge of human services common to the chosen field of work such as patient/resident or client care, family dynamics, parenting techniques, early childhood development, or care of the mentally or emotionally disturbed.

Basic knowledge of spoken and written English sufficient to perform assigned tasks and understand instructions.

Ability to learn and apply agency program policies and procedures.

Ability to learn and follow applicable State and Federal laws, rules, and regulations.

Ability to learn basic principles and methods of therapy programs.

Ability to communicate on a one-to-one basis and in groups to provide information, advise and give assistance.

Ability to observe and record client behaviors.

Ability to communicate orally with professional staff to report progress, problems, and/or reactions of patients/residents in therapy program.

Ability to organize files and work materials.

Some positions in this class may require one or more of the following:

Basic knowledge of human development theories, principles, and practices.

Ability to interview to obtain needed information.

Ability to operate a motor vehicle.

Ability to obtain a Senior Lifesaving Certificate.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.