

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV16656
Job Class Code:	770	Salary Schedule:	ASRRHMSVC
EEO Category:	05	Grade:	10
Workers Comp Code:	8832		

Job Code Established:	01/01/01	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Public and Social Services Series

CLASS TITLE: HUMAN SERVICE WORKER I

HRIS TITLE: HUM/S WORKER I

CHARACTERISTICS OF THE CLASS: Under immediate supervision, performs highly prescribed and structured work at an entry-level in providing a variety of services to families, children and adults in various social service programs; and performs related work as required. This class is distinguished from the Human Service Worker II by a difference in the general level of tasks performed, knowledge and skills applied. This is an entry-level class and most knowledge and skills utilized are developed on the job.

EXAMPLES OF DUTIES: Escorts and transports children and adults to and from their homes, foster homes, institutions and various medical, dental, psychological, educational, counseling, employment or recreational resources; advises and assists clients and their families in home care and maintenance, meal planning, child care, budgeting and related tasks; gives information to applicants for services and to clients in social service programs; collects and verifies information to assist in determinations of eligibility for various services; makes various appointments and arrangements as directed, on behalf of clients or applicants; listens to clients and applicants, interprets their problems to other staff members; assists and speaks on behalf of applicants for services; attends staff meetings and training sessions; fills out forms and reports.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: resources available in the community that may be utilized on behalf of applicants or clients;

Ability to: learn the policies, procedures and practices of the agency and the program.

Skill in: interpersonal relations, as applied to interaction with children, adults and families in the client group; oral and written communication.

SPECIAL SELECTION FACTORS: Possession of and ability to maintain a valid Arizona driver's license appropriate to the assignment.