

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV78711</b>
<b>Job Class Code:</b>	<b>770</b>	<b>Salary Schedule:</b>	<b>ASRRHMSVC</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>14</b>
<b>Workers Comp Code:</b>	<b>8832</b>		

<b>Job Code Established:</b>	<b>02/04/81</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Social Work Series

**JOB CODE TITLE:** HUMAN SERVICE SPECIALIST I

**HRIS TITLE:** HUMAN SVC SPCT I

**CHARACTERISTICS OF THE CLASS:** Under general supervision, performs a variety of tasks in the provision of direct and indirect assistance to families, children and adults in programs of social service; and performs related work as required.

This class is distinguished from Human Service Specialist II by the fact that the Specialist II class places greater emphasis on case management responsibility, and by the generally higher levels of authority, responsibility, knowledge and skills required of the Human Service Specialist II class.

**EXAMPLES OF DUTIES:** Interviews applicants for agency social services, screens applications, recommends in determinations of eligibility; refers applicants and clients to appropriate community resources; inspects and recommends in licensing homes and residential facilities for use as community resources; interviews prospective adoptive or foster parents; arranges for assistance or support to service providers; participates in intake studies and makes recommendations; counsels families of children in foster care or families of developmentally disabled children and adults; confers with representatives of the court and other agencies; interacts with families, children and adults in client groups; advises and assists families or legal guardians by arranging placement of adults in long term care facilities; provides information and technical advice in assisting families with the filing of guardian or conservator petitions; gathers information and writes social histories and summaries; writes or dictates narratives for case records; interprets program policies, procedures and objectives, for clients and others; participates in interdisciplinary staff discussions leading to case decisions; makes home visits; attends meetings and training sessions.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** the policies, procedures and practices of the agency and the program in which employed; common human needs, growth, personality and behavior; the developmental and behavioral problems of children, their causes, symptoms and treatment, effects and problems of foster care; developmentally disabled children and adults and of adults of advanced years; cultural, environmental and community influences on behavior and development of individuals in specified client groups; current State, Federal and local laws governing placement, custody and treatment of children and adults; resources available in the community that may be utilized on behalf of applicants or clients; the policies, procedures and practices of courts with regard to cases involving custody and placement of children or adults.

**Skill/Ability to:** elicit information and to gain insights into clients and families through the interview process; counsel and interact with families, children and adults in the context of the program; apply the principles and practices of work management, organization of time and other resources; diagnose case problems, assess needs and evaluate the usefulness or suitability of resources; communicate verbally and in writing; establish and maintain work relationships with client families, children, adults and with representatives of the courts and various other community agencies.