

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV78713
Job Class Code:	770	Salary Schedule:	ASRRHMSVC
EEO Category:	02	Grade:	18
Workers Comp Code:	8832		

Job Code Established:	02/04/81	Effective Date:	
Job Code Revised:	10/01/98	Effective Date:	

JOB CODE SERIES: Social Work Series

JOB CODE TITLE: HUMAN SERVICE SPECIALIST III

HRIS TITLE: HUM/S SPCT III

CHARACTERISTICS OF THE CLASS: Under general supervision, performs a variety of tasks in case management and in provision of direct and indirect assistance to families, children, and adults in especially difficult and complex cases (as determined by established criteria) in programs of social service; and performs related work as required.

This class is distinguished from the Human Service Specialist II by its focus on exceptionally difficult and complex cases, specialized caseloads, greater authority and independence in decision-making, such added responsibilities as case consultation and training, and thus by its greater demand in terms of responsibility, knowledge, and skills. It is further distinguished from the Human Service Specialist II by its responsibility for supervision of Human Service Workers and Specialists on an acting, temporary or occasional basis or by its lead status in a work unit. It is distinguished from Human Service Unit Supervisor by the latter's full-time supervisory responsibility.

EXAMPLES OF DUTIES: Receives unusually difficult or complex cases requiring intensive or exceptional application of judgment and independent decision-making in protective services for children, adults, or developmentally-disabled persons; identifies services to be provided and establishes ongoing relationships with providers of services in the community; conducts a comprehensive assessment of client needs and level of functioning; establishes case plan, schedule and timetable for provision of services; monitors progress of ongoing cases, visits homes, confers with and counsels natural, adoptive and foster parents, guardians and conservators; advises representatives of provider agencies; confers with representatives of courts and other public and private agencies; effects termination of services when case objectives have been attained; conducts training of and provides case consultation to providers and agency personnel; performs a variety of tasks to provide a full range of services to exceptionally difficult and complex cases in an assigned rural area; investigates reports of abuse, neglect, or abandonment of children or adults; counsels and interacts with families, children and adults, applying supportive and change-directed techniques as indicated; conducts and participates in inter-disciplinary team meetings; interprets and implements the legal responsibilities of the agency according to law in such matters as dependency petitions and termination of parental rights; supervises the work of other Human Service Specialists or Workers on an acting, temporary or occasional basis; makes recommendations bearing on the need for removal of children or adults from residences and makes immediate decisions in regard to such removals and consequent authorization for provision of supportive or emergency services; attends meetings and conferences; writes and dictates case notes, histories, narratives, and collateral material.

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 and sources of family conflict; current State, Federal, and local laws governing placement, custody, and treatment of children and adults; available community resources that may be utilized on behalf of applicants or clients; the developmental and behavioral problems of children, their causes, symptoms and treatment; the effects and problems of foster care; the special problems and behavior of developmentally disabled children and adults and of adults of advanced years; policies, procedures, and practices of courts with regard to cases involving custody and placement of children and adults; cultural, environmental and community influences on behavior and development of individuals in specified client group.

Skill/Ability to: manage cases; establish and maintain controls over case plans, schedules, timetables, priorities and agenda; elicit information and gain insights into clients and their families through the interview process; counsel and interact with families, children and adults in the context of the program; diagnose case problems, assess needs and evaluate the usefulness or suitability of resources; apply the principles and practices of work leadership and work management; communicate verbally and in writing; establish and maintain work relationships with client families, children and adults and with representatives of courts and various community agencies.