



# Human Services Technician I

Salary Group: A07

Class Code: 5503

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
HUMAN SERVICES TECHNICIAN I	5503	A07	\$21,681 - \$31,677
HUMAN SERVICES TECHNICIAN II	5504	A09	\$23,781 - \$34,859
HUMAN SERVICES TECHNICIAN III	5505	A10	\$24,910 - \$36,571
HUMAN SERVICES TECHNICIAN IV	5506	A12	\$27,840 - \$43,798

## GENERAL DESCRIPTION

Performs routine (journey-level) human services support work. Work involves providing information to clients or assisting staff in the delivery of social services. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Provides information to clients and authorized entities regarding the status of services.

Provides information to potential clients about agency programs and services.

Completes case reports and forms to monitor and document client services provided.

Verifies quality of services with clients and assists with adjustments.

Prepares reports on monitored services.

Distributes published materials outlining eligibility requirements.

Maintains case files and records.

Assists in obtaining or verifying case data from external sources.

Assists in providing casework services for adults or children with physical, mental, emotional, or social problems.

Assists potential clients in completing applications for services.

May monitor clients in a structured setting.

May transport clients to and from appointments.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in social services work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

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

Knowledge of the needs, problems, and community environments of persons with disabilities; of community and government service delivery systems; of case management systems; and of community welfare resources.

Skill in conducting individual needs assessments and in the use of a computer and applicable software.

Ability to negotiate services and to communicate effectively.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require a valid driver's license.