



# Human Services Specialist V

Salary Group: B15

Class Code: 5704

| CLASS TITLE                        | CLASS CODE  | SALARY GROUP | SALARY RANGE               |
|------------------------------------|-------------|--------------|----------------------------|
| HUMAN SERVICES SPECIALIST I        | 5700        | B11          | \$32,332 - \$47,355        |
| HUMAN SERVICES SPECIALIST II       | 5701        | B12          | \$33,840 - \$49,798        |
| HUMAN SERVICES SPECIALIST III      | 5702        | B13          | \$35,439 - \$52,388        |
| HUMAN SERVICES SPECIALIST IV       | 5703        | B14          | \$37,144 - \$55,134        |
| <b>HUMAN SERVICES SPECIALIST V</b> | <b>5704</b> | <b>B15</b>   | <b>\$38,976 - \$58,045</b> |
| HUMAN SERVICES SPECIALIST VI       | 5705        | B16          | \$40,918 - \$61,130        |
| HUMAN SERVICES SPECIALIST VII      | 5706        | B17          | \$42,976 - \$64,469        |

## GENERAL DESCRIPTION

Performs highly complex (senior-level) social service or case management work. Work involves collecting, preparing, and reviewing cases to facilitate access to medical, educational, social, and other services and providing intervention and frequent contact with individuals, facilities, and service providers. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Coordinates and reviews casework services for adults or children with physical, mental, emotional, and social problems.

Coordinates interviews of clients, their families and friends, or authorized representatives to collect information necessary to determine program eligibility or to obtain social and developmental history and status.

Reviews life needs assessments, and develops and selects appropriate client support or treatment plans.

Certifies service eligibility, computes benefit amounts, and determines certification period lengths.

Explains program benefits, requirements, rights of appeal, and fair hearings to clients and their families.

Monitors clients' case status and communicates status to their families and relevant service providers.

Provides training, consultation, and technical assistance to staff, program contractors, and program providers.

May conduct program analysis and research, assess service needs, formulate program plans, and oversee the preparation and justification of budget estimates.

May speak to community groups, attend board and community meetings, and serve on committees.

May assist psychiatrists, physicians, and other medical professionals in the rehabilitation of patients.

May testify in court as a technical authority on human service-related issues.

May supervise the work of others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in human services work. Graduation from an accredited four-year college or university with major coursework in human services, social science, business, or a related field is generally preferred. Experience and education may be substituted for one another.

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

Knowledge of community and government service delivery systems and case management delivery systems; state and federal laws; case guidelines, regulations, and policies; interviewing techniques; mental illness and the emotional components of physical illness; rehabilitation methods; individual needs associated with disabilities; and community welfare resources.

Skill in interviewing, and in conducting individual needs assessments.

Ability to convey instructions and explanations to clients and interested parties, to negotiate available services, to interpret standards and policies, to assess compliance, to apply child care principles, to determine the appropriate placement of children, and to supervise the work of others.