



Human Services Specialist VII

Salary Group: B17

Class Code: 5706

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
HUMAN SERVICES SPECIALIST I	5700	B11	\$29,332 - \$44,355
HUMAN SERVICES SPECIALIST II	5701	B12	\$30,840 - \$46,798
HUMAN SERVICES SPECIALIST III	5702	B13	\$32,439 - \$49,388
HUMAN SERVICES SPECIALIST IV	5703	B14	\$34,144 - \$52,134
HUMAN SERVICES SPECIALIST V	5704	B15	\$35,976 - \$55,045
HUMAN SERVICES SPECIALIST VI	5705	B16	\$37,918 - \$58,130
HUMAN SERVICES SPECIALIST VII	5706	B17	\$39,976 - \$61,399

GENERAL DESCRIPTION

Performs highly advanced and/or supervisory (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 others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees and evaluates case management services for adults or children with physical, mental, emotional, and social problems.

Oversees interviews of clients, their families and friends, or authorized representatives to determine program eligibility; and obtains social and developmental history and status.

Conducts program analyses and research, assesses service needs, formulates program plans, and oversees the preparation and justification of budget estimates.

Conducts comprehensive assessments to determine eligibility.

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

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

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

Participates in unit administration and program development, and develops internal policies and procedures.

Identifies deficiencies in treatment plans to solve specific problems.

Attends board and community meetings, serves on committees, and speaks to community groups to explain programs.

Testifies in court as an authority on human service-related issues.

Assists psychiatrists, physicians, and other medical professionals in planning patient rehabilitation programs.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in human services work, including supervisory experience. 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 develop and interpret policies and procedures, 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.