



WORKING TITLE: HUMAN SERVICES ASSOCIATE	CLASSIFICATION: HUMAN SERVICES ASSOCIATE
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: VARIES
PAY RANGE: OPEU 14	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8835
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2013

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs a variety of tasks consistent with the experience and capabilities of the individual. Assists in planning and providing recreational, social, and occupational therapy programs. Counsels with clients individually, conjointly, or in groups. Participates in research and programs evaluation activities. Maintains client records and other administrative tasks as required. Assists in training volunteers; performs other tasks as required by the Mental Health Program Director.

SUPERVISION RECEIVED:

Works under supervision of a Human Services Specialist or Program Manager.

SUPERVISION EXERCISED:

Supervision is not a usual responsibility of this position.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Leads recreational, social, and/or occupational activity programs.
- Participates in staff or case conferences with other disciplines regarding evaluation and treatment planning for clients.
- Assists in program evaluation and research activities.
- Prepares statistics and other administrative reports as required.
- Serves as expeditor and/or link between clients and/or other needed services.
- Performs limited evaluations of clients and families with problems of a less complex nature.
- Provides individual support to clients and/or families on a selective basis.
- Serves as the primary therapist in selected group activities.
- Prepares treatment plans and annotates daily progress as required by administrative rule.
- Works with community caretakers regarding more complex problems of clients.
- Trains volunteers and coordinates the volunteer program.
- Promotes and assists development of new programs and resources in the community.

- Provides intensive treatment structure and support for children and adults.
- Provides psychosocial and skills development groups and individual training for children
- Acts as primary case manager.
- Acts as primary care giver, i.e., skill trainer, obtaining and processing urine samples for drug testing, etc.

JOB SPECIFICATION

KNOWLEDGE OF:

- General mental health, developmental disability and chemical dependency concepts.
- Social structure, agency functioning, and individual differences in people.
- Confidentiality rules and responsibilities.

SKILL IN:

- Understanding and working with persons with developmental and psychiatric disabilities, and alcohol and drug abuse clients.
- Interview processes.
- Maintaining confidentiality.
- Record keeping
- Effective communication, verbally and in writing

ABILITY TO:

- Work harmoniously with peers and professionals in various disciplines and to meet and work with other professional and nonprofessional people in the community.
- Understand the needs of disadvantaged individuals and to gain the interest, respect, and cooperation of others.
- Profit from in-service training activities.
- Write concisely and to prepare meaningful reports.
- Maintain updated case records.
- Maintain confidential communications and protect confidentiality of records.

MINIMUM EXPERIENCE AND TRAINING:

Bachelor's degree in human services related field OR a combination of at least one year's work experience and two years' post-secondary education OR a high school diploma and three years' work experience in human services is required. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

May need to meet QMHA\QADAC requirements set forth in the State Medicaid rule.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to clients' homes and meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.