

HUMAN SERVICES TECHNICIAN

KIND OF WORK

Beginning level treatment, rehabilitation, or instructional work with individuals or groups of patients/residents in state institutions or other social service programs.

NATURE AND PURPOSE

Employees in this class are taught skills and techniques related to the treatment, training and care within a residential care facility for the aged, mentally ill, mentally retarded, chemically dependent and the physically handicapped. Employees may be assigned to perform a variety of tasks and activities in any or a number of the following areas: direct patient care, recreation, physical therapy, vocational rehabilitation, behavior modification and education programs. Employees participate and assist in implementing the care and treatment programs determined by supervisors. Duties and methods to perform assigned responsibilities are clearly prescribed and little opportunity exists for independent judgment.

Employees progressively assume more responsibility for their individual performance in carrying out assigned tasks and activities as is deemed by their supervisors. Lead-work direction may be received from employees in a higher Human Services classification; employees in this class are supervised by staff who have been assigned supervisory responsibility by the agency. Direction is close and constant with lead workers or other supervisory personnel generally available to provide guidance. After initial training, employees are expected to perform assignments more independently.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Participates in conducting individual resident programs according to specific plans or directions.

Assists in conducting group activities.

Participates as a team member in program planning meetings on assigned residents.

Maintains records on resident program attendance.

Communicates observations, orally or in writing, relating to resident health, welfare and activities.

Assists living unit staff in performing basic health procedures and providing direct care for patients/residents, such as taking temperature and blood pressure checks, height and weight measurements.

Provides for the personal needs and care of assigned residents as directed such as bathing, toileting, hair combing, etc.

Observes health symptoms of residents as assigned and reports to supervisor.

Sorts and stores resident clothing and assists residents in selecting appropriate attire.

Protects residents from obvious dangerous situations.

Escorts residents within the hospital campus.

Keeps area clean and sanitary including mopping, dusting, washing, scrubbing, as directed.

Keeps furnishings arranged as directed so they are orderly, attractive, and suited to their activity.

Requests, through the supervisor, supplies and materials for use in resident activity and living areas.

Transports supplies, equipment, records, etc. as requested.

Communicates orally with families and visitors concerning residents' needs and progress.

Communicates orally and in writing with other staff members regarding assigned activities and involvement with residents.

Assists other personnel in assigned duties so as to acquire a knowledge of the methods and equipment used for treating the related problems of patients/residents.

Administers and charts prescribed medications.

Sets up classroom areas, prepares bulletin boards, wall and ceiling decorations.

Assists in developing teaching and teaching aide materials.

Assists in administering and scoring examinations.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

All institutional policies, procedures, programs and personnel policies applicable to the performance of the specific assignment as demonstrated by passing the basic competencies exams during the first four months employment.

Ability to:

Understand and effectively implement both oral and written instructions.

Observe, record, and report orally and in writing accurately on the progress of patients/residents.

Communicate well and develop a good rapport with patients/residents and other staff.

Administer and chart prescribed medications when assigned.

Est.: 6/78 T.C.: 6/45, 6/49, 12/51, 7/67, 12/72

Ckd.: 11/92 Former Title(s): Hospital Aide

Rev.: Hospital Aide Sr.

Houseparent
Houseparent I
Housefather I
Housefather II
Housefather III
Housemother I
Housemother II
Psychiatric Technician