

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3206 **TITLE:** HUMAN SERVICES ASSISTANT **GRADE:** S-15

DEFINITION:

Under general supervision, performs paraprofessional human services work in support of program objectives or supports professional human services staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This class is not part of the Human Service Worker series.

ILLUSTRATIVE DUTIES:

Assists professional staff with specific routine care management services such as program publicity, routine/limited service eligibility determination, intake/history client interviews, language translations, interpretations of health information and services, and administration and scoring of diagnostic tests;

Maintains/updates information on available human services and obtains information on new services;

Maintains resource library and assists clients with use of library;

Collects and presents information regarding client dissatisfaction or misuse of services;

Collects, formats and presents program statistics for reports and program assessments;

Teaches, interprets and/or assists with conducting health information classes.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the basic principles of human behavior;

Knowledge of word processing and data management programs (Excel, survey software)

Ability to communicate effectively to clients;

Ability to organize information and records;

Ability to communicate in written format;

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from high school or G.E.D. issued by state department of education; plus three years of work experience, including two years in some area of human services (related two-year [associate] degree may be substituted for the required human service experience).

REVISED:	November 6, 2013
REFORMATTED/REVISED:	December 3, 2007
REVISED:	February 11, 1991
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