Human Service Specialist

Department:  Reports To:
FLSA Status:  Non-Exempt  Schedule:  40 hours/week & as needed
Grade/Level:  2 - Professionals  Travel:  <10%
Job Type:  8833 – Hospital Professional  Job Status:  Full Time

Position Summary
Human Service Specialists provide care for individuals with mental health disorders in a residential setting. Residents are impaired or emotionally disturbed individuals, and require close behavioral monitoring and supervision. The position requires following the resident's Crisis Care Plan in assuring resident safety, including suicide watch procedures when necessary.

Reasonable Accommodations Statement
Persons occupying this position must be able to perform all essential functions, with or without reasonable accommodation.

Essential Functions and Responsibilities
Under direction and following program policies, evaluate individuals for possible AODA/Mental Health admission to program.
- Monitor residents' physical and emotional well-being and report unusual behavior or physical ailments to management staff.
- Provide support and personal care to mentally ill individuals in crisis.
- Observe and influence residents’ behavior, communicating and interacting with them to ameliorate their symptoms of mental health crisis or alcohol detox. May include gaining their trust, teaching, counseling them.
- Collaborate with or assist psychiatrists, psychologists, or rehabilitation therapists in working with mentally ill individuals in crisis to assure their safety, reduce their symptoms in an effort to return residents to the community.
- Develop and teach strategies to promote resident skills in coping with their mental illness or substance abuse, to promote recovery principles, wellness and independence.
- Restrain violent, potentially violent, or suicidal patients by verbal or physical means as required to assure resident and staff safety.
- Supervise oral medications following physician's prescriptions and orders and maintain records in accordance with specified procedures.
- Interview new patients to complete admission forms, to assess their mental health status and to obtain their mental health and treatment history.
- Lead prescribed individual or group therapy sessions as part of specific therapeutic procedures.
- Take and record measures of residents' mental health symptoms, document progress, and record information for billing purposes.
- Encourage patients to participate in social, recreational, and other therapeutic activities that enhance interpersonal skills and develop social relationships including the development of work skills.
- Aid patients in performing tasks such as bathing and keeping beds, clothing and living areas clean.
**Documentation Skills**
Complete documentation including, but not limited to;

- Assessments
- Progress notes
- Discharge summaries.
- This position requires an individual who has both written and oral presentation skills.

**Computer Skills**
- The position requires a working knowledge of MS office, Word, Excel, and Power Point programs.
- The position requires approximately 66 hours of initial training to meet licensing standards. Required training is summarized on a checklist available at the time of orientation.
- Position will require use of Electronic Medical Records.

**Skills & Abilities**
Required Education: Bachelor's Degree in health/human/social services, and two years of related, paid experience.
Preferred Skills: Substance Abuse Counselor in Training Certification, and/or Peer Specialist Certification.

**Physical Demands**
- N (Not Applicable) Activity is not applicable to this position.
- O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Lift/Carry</th>
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<tbody>
<tr>
<td>Stand</td>
<td>O</td>
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<tr>
<td>Walk</td>
<td>O</td>
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<tr>
<td>Sit</td>
<td>C</td>
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<tr>
<td>Manually Manipulate</td>
<td>C</td>
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<tr>
<td>Reach Outward</td>
<td>F</td>
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<tr>
<td>Reach Above Shoulder</td>
<td>N</td>
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<tr>
<td>Climb</td>
<td>N</td>
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<tr>
<td>Crawl</td>
<td>N</td>
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<tr>
<td>Squat or Kneel</td>
<td>N</td>
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<tr>
<td>Bend</td>
<td>N</td>
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<tr>
<td>Grasp</td>
<td>F</td>
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<tr>
<td>Speak</td>
<td>C</td>
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</tbody>
</table>

**Work Environment**
General office environment.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.