



## JOB DESCRIPTION

---

<b>JOB TITLE:</b>	Human Services Specialist	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Social Services	<b>JOB CODE:</b>	1074
<b>REPORTS TO:</b>	Social Services Director	<b>DATE:</b>	11/9/2016

---

### **POSITION SUMMARY:**

Under direction, arranges for custodial care and administers estates of gravely disabled or other incompetent persons assigned to the Public Guardian; under the direction of the Public Guardian, serves as a guardian of ward's property and financial assets, and coordinates legal or social services on behalf of wards; provides accounts payable and receivable functions for the Social Services office and assists with grant research and oversight.

### **DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the Human Services Caseworker series in that the former performs duties and responsibilities specifically related to public guardianship.

### **ESSENTIAL FUNCTIONS:**

- Demonstrates regular, reliable and punctual attendance.
- Investigates newly appointed guardianship cases; interviews family members, physicians, psychiatric social workers, lawyers, and others to assess needs of ward, and resolve problems.
- Consults with physicians, community social services or health care services to arrange for placement of wards; personally places wards in care facilities; provides transportation to wards as required.
- Investigates estates of wards to locate, inventory, and secure real and personal property and financial assets; requests appraisals of personal property and makes arrangements for storage; submits comprehensive inventory report to the court. May testify in court.
- Applies for all financial benefits and assistance to which ward is entitled, such as social security, veteran's and retirement benefits or welfare assistance; collects debts due to ward; reviews claims against ward's assets; recommends liquidation of real and personal property to satisfy debts or to provide care for ward.
- Maintains personal and telephone contact with ward to determine special needs, such as clothing or other personal items and spending money; determines feasibility of visits in homes of relatives.
- Visits board and care facilities to evaluate their ongoing suitability as placement facilities for wards; establishes and updates care plans as necessary.
- Serves as the Deputy Public Guardian, when the appointed Public Guardian is unavailable
- Manages medical decisions and locates appropriate medical services; supervises visits with estranged family members, as directed by the guardian.
- Assists in administering estates after wards have passed away.
- Interacts with the courts and all entities involved in the legal process, as necessary.

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

### HUMAN SERVICES SPECIALIST

- Confers with and coordinates assigned activities with service providers in various public and private organizations to ensure that resources are appropriately utilized and that all clients receive the most effective provision of services.
- Maintains accurate records and files for Public Guardian cases and other Social Services functions, including the performance of accounts payable/receivable and grants administration and tracking as required by County, State and Federal funding requirements.
- Prepares a variety of written correspondence, reports, and other written materials; prepares court documents at the direction of the District Attorney's Office.
- Uses standard office equipment, including a computer, in the course of the work.
- Drives a personal or county motor vehicle to attend off-site meetings, visit off-site locations and conduct other Public Guardian business.
- Completes accounts payable and receivables for guardianship responsibilities and for ward assets; completes other accounts payable and receivables as directed.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, clients, public, and staff; acts in a manner that promotes a harmonious and effective workplace environment.

#### **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

#### **Education and Experience:**

Applicants must meet one of the following:

**Option A:** Possess a bachelor's degree in public or business administration, behavioral or social science, or closely related field of study AND two (2) years of experience performing case management duties in a healthcare facility or a health or human services program.

**Option B:** Possess an associate's degree, or equivalent completed college coursework, in public or business administration, behavioral or social science or closely related field of study AND four (4) years of experience performing case management duties in a healthcare facility or a health or human services program.

OR an equivalent combination of education, training and experience.

#### **Required Knowledge and Skills:**

##### **Knowledge of:**

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

### HUMAN SERVICES SPECIALIST

- Bookkeeping and accounting practices.
- Principles and practices of case management, social work and social service provision.
- Investigative techniques and practices.
- Principles and practices of estate property accounting and money management.
- Applicable laws, codes and regulations; computer applications related to the work.
- Record management principles and practices.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.

#### Skill in:

- Understanding laws and regulations relating to assigned functions.
- Preparing clear and concise reports, correspondence and other written materials.
- Interviewing and investigating to make appropriate eligibility determinations and case management decisions.
- Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Speaking English effectively to communicate in person or over the telephone.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Creating and maintaining Excel spreadsheets
- Organizing own work, setting priorities and meeting critical deadlines.

#### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Nevada Driver's License
- Guardianship and other related certifications as may be required

#### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

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



## JOB DESCRIPTION

### HUMAN SERVICES SPECIALIST

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to exert up to 50 pounds of force occasionally and up to 20 pounds of force frequently to lift, carry, push, pull or move objects; vision to read printed materials; and hearing and speech to communicate in person or over the phone; exposure to traffic conditions and external environment when traveling from one office to another.

Must work standby as assigned, requiring the incumbent to be on-call during off-duty hours and to respond immediately via cellphone and, if necessary, in person within 60 minutes in the event of a callout.

### CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a background investigation and if hired for a safety-sensitive position, a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen (if applicable).*
3. *Churchill County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_