

HEALTH SERVICE ASSISTANT**Nature of Work**

Under general supervision, performs paraprofessional work at the full-performance level assisting professional staff in the care, treatment, habilitation and rehabilitation of mentally and/or physically challenged at state-operated facilities or in a community setting. Acts as a lead worker or charge assistant in assigning, scheduling and reviewing the work of Health Service Workers. Develops, writes, implements and evaluates basic therapeutic treatment programs. Assists professional staff in providing basic rehabilitative treatment in such areas as physical or occupational therapy, recreational therapy, restorative therapy or similar areas. Travel may be required. Performs related work as required.

Distinguishing Characteristics

This level is identified by the assignment of lead worker duties on an on-going basis or by the assignment of duties to develop and/or monitor program plans within a specific discipline at the facility. May be required to participate in additional training such as physical therapy assistance or basic education techniques. The employee has some latitude of action in the development of treatment plans; however, guidelines and client psychosocial development determine the parameter of individual care.

Examples of Work

- Participates in a formal training program to develop knowledge and abilities required for career growth and development.
- Leads and performs required personal care and hygiene services such as bathing, grooming, dressing and feeding clients.
- Teaches clients basic skills of daily living habits such as cleanliness, personal hygiene, dressing, eating, etc.
- Provides training, role modeling and direction to assigned staff and clients; prepares work schedules and makes assignments.
- Oversees and participates in planned recreational and social programs.
- Provides basic nursing care such as taking temperature, blood pressure, and pulse; performs routine treatment and first-aid under the direction of a licensed practical nurse, registered nurse, or physician.
- Confers with supervisors and professional staff regarding problems, patient behavior, and assignment and scheduling of personnel.
- Assists professional staff in the implementation of established therapeutic treatment programs; serves as a member of the therapeutic treatment team to facilitate change in the clients' behavior.

HEALTH SERVICE ASSISTANT (CONT'D)**Examples of Work**

Develops individual treatment plans for clients in assigned specialty area; records plans in client records and oversees or leads clients in activities, testing, or life skills training.

Follows physicians' or therapists' direction in providing hands-on therapy or care in assigned area.

Leads and may perform duties necessary to maintain a safe, clean and orderly living and work area; reports needed repairs to maintenance staff; recommends needed equipment and supplies; orders, distributes and inventories supplies.

Observes, records and reports clients' behavior, attitudes and physical condition and reports significant changes to proper staff.

Teaches clients skill-building in such areas as independent travel, self-administration of medication, crafts, money management, self-expression, nutrition, crisis management and social intervention.

Knowledge, Skills and Abilities

Knowledge of the concepts of mental health, health disorders and related physical conditions and treatment approaches.

Knowledge of simple nursing care, first-aid, personal and environmental hygiene.

Knowledge of the policies and procedures of the department, facility or service entity.

Ability to lead and train workers engaged in the care, treatment and rehabilitation of physically and mentally ill clients.

Ability to provide basic nursing care, personal care and hygiene.

Ability to perform established treatment and programmatic activities.

Ability to teach clients eating, bathing, dressing, grooming and other self-care skills.

Ability to participate with professional staff in the design and implementation of treatment and programmatic activities.

Ability to observe the rights and personal dignity of others.

Ability to observe, record and report clients' behavior, attitude and physical condition.

Ability to perform simple arithmetic.

Ability to maintain effective working relationships with clients and other employees.

Minimum Qualifications

Training: Graduation from high school or the equivalent.

Experience: Three years of full-time or equivalent part-time paid or volunteer experience in the care, treatment and development of the physically or mentally ill or mentally retarded.

Substitution for Veterans Nursing Facility, Long Term Care Facilities (Hopemont Hospital, Lakin Hospital, John Manchin Sr. Health Care Center and Jackie Withrow Hospital and the long term unit located at Welch Community Hospital): Certification or registration as a Nursing Assistant or Nurse Aide may substitute for the above training and one year of experience.

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HEALTH SERVICE ASSISTANT (CONT'D)

SPECIAL REQUIREMENT FOR DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Employee must successfully complete a minimum of forty (40) hours of required training in the area of assignment as documented by certification and approved by the Department of Health and Human Resources.

Established: 7/16/92
Revised: 3/24/03; 07/01/2015
Effective: 07/01/2015