

**HEALTH SERVICE ASSOCIATE**

**Nature of Work:** Under general supervision, performs paraprofessional work at the full-performance level, in an associate role, developing and monitoring the clinical application and assessment of habilitative and rehabilitative treatment plans for the mentally and/or physically challenged, or works in close association with professional staff in the planning, development, delivery and assessment of complex therapeutic treatment programs. May perform as case manager, or as advocate AND/OR collaborator with other agencies and community resources for special resident populations. May require travel. Performs related work as required.

**Distinguishing Characteristics:** Employees at this level are distinguished by the assignment of duties requiring independent judgment in the development, implementation and maintenance of client treatment programs. Work requires the application of behavioral and developmental theory in the assessment, monitoring, advocacy or analysis of treatment and client progress. The employee is responsible for the implementation of treatment plans in the area of assignment and the work of subordinate employees training/modeling for clients. Typically, employees at this level have more direct contact with family, community service providers, outside agencies, and other service groups.

**Examples of Work**

- As residential supervisor, assesses clients for program placement; assists with planning of individual habilitative programs; writes, monitors and teaches individual and group programs; develops data systems; accepts responsibility for IHP objectives, revises and implements discharge plans.
- As an instructional assistant, develops and implements individual and group adult education instruction utilizing applied behavioral analysis with adult-aged mentally retarded/developmentally disabled persons, including program writing, developing objectives, data collection and assessment.
- An assistant psychometrician, administers psychological tests to psychiatric and forensic patients; assists professional staff in development and implementation of treatment programs.
- Assists professional staff by identifying problems with skills linkage, explaining service plans to clients and family, making service referrals to other medical and human service providers, providing liaison to other institutional and community services, monitoring client placement and making home visitations and follow-up.

**HEALTH SERVICE ASSOCIATE (CONT'D)****Examples of Work (cont'd)**

Assists professional staff by advocating new programs, ensuring continuity of service to overcome rigidity, fragmented service, misutilization of facilities and inaccessibility to institutional and community services.

Assists professional staff in conducting special studies in treatment and programmatic activities.

Evaluates staff skills to assess strengths and weaknesses; develops training sessions to strengthen staff behavior modification, health emergency or client interaction skills.

Attends staffings and other meetings as part of the treatment team; reads, evaluates and incorporates knowledge of new technologies or treatment trends.

May administer assessment examinations to determine appropriate goals for client treatment plans.

**Knowledge, Skills and Abilities**

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

Knowledge of the elementary theories and principles of human behavior and personality development, sociological and psychological theory and deviant behavior.

Knowledge of the resources, department policies and programs, and applicable statutes.

Ability to interact effectively with clients and others.

Ability to supervise workers engaged in the care, treatment and rehabilitation of physically and mentally challenged clients.

Ability to preserve, report and record clients' behavior, attitudes and physical condition.

Ability to observe the rights and personal dignity of clients.

Ability to perform basic arithmetic.

**Minimum Qualifications**

**Training:** Graduation from an accredited college or university with an associate degree in a health or behavioral sciences field.

**Substitution:** Sixty (60) semester hours in a health or behavioral sciences field from an accredited college or university may be substituted for the associate degree.

**OR**

Any combination of work experience at the Health Service Assistant level and a minimum of thirty (30) semester hours in the above fields may substitute for the associate degree at the rate of three semester hours for three months of employment. (Example: Thirty (30) semester hours and two and one-half years of qualifying experience can substitute for the associate degree.)

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HEALTH SERVICE ASSOCIATE (CONT'D)

Minimum Qualifications (cont'd)

**SPECIAL REQUIREMENT FOR DEPARTMENT OF HEALTH AND HUMAN**

**RESOURCES:** Employees must successfully complete the required training course within the probationary period as evidenced by the certification of competency in the required knowledge and abilities.

Established: 7/16/92  
Revised: 6/1/93  
Effective: 6/1/93