

HEALTH SERVICE WORKER

Nature of Work

Under direct supervision, performs work at the full-performance level providing basic personal and nursing care related to the treatment, habilitation and rehabilitation for the mentally and/or physically challenged at state operated facilities or in a community setting. Performs basic nursing care under direct supervision; performs basic personal and/or therapeutic treatment duties. Travel may be required. Performs related work as required.

Distinguishing Characteristics

This is full-performance level work providing basic care. The incumbents have successfully completed training courses and/or have passed competency skills and written tests.

Examples of Work

Participates in a formal training program to develop the knowledge and abilities required for the class and for career growth and opportunity.

Provides required personal care and hygiene services for clients such as bathing, grooming, dressing, and feeding clients.

Teaches clients basic skills for the development of daily living habits regarding cleanliness, personal hygiene, dressing, and eating skills, etc.

Motivates and encourages clients to promote their treatment and development by engaging in one-to-one discussions and supportive relationship with the clients.

Provides nursing care such as taking temperature, blood pressure, pulse readings, and performs routine treatment and first-aid under the direction of a licensed practical nurse, registered nurse or physician.

Interacts with clients in a therapeutic manner.

Participates with other treatment team members in overall programmatic rehabilitation activities to facilitate change in the clients' behavior.

Oversees or participates in planned recreational and social programs.

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

Serves as a role model in the training of less experienced workers.

Escorts clients to meals, therapy, medical appointments and scheduled activities within and outside the facility.

Performs duties necessary to maintain a safe, clean and orderly living and work area.

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 and personal and environmental hygiene.

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

Ability to provide simple 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 observe, record and report clients' behavior, attitudes and physical condition.
Ability to perform basic arithmetic.
Ability to observe the rights and personal dignity of clients.
Ability to maintain effective working relationships with clients and other employees.

Minimum Qualifications

Training: Graduation from a standard high school or equivalent.

Experience: One year of full-time or equivalent part-time paid or volunteer experience in the care, treatment and development of the physically challenged, 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 experience.

Special Requirement for Department of Health and Human Resources: Preference will be given to applicants who have completed an approved Nursing Assistant course from an approved Vocational Education Technical Center or other approved program or certification by Department of Health and Human Resources as Health Service Worker. Applicants for positions in long-term care facilities or long-term care units must meet the following requirements:

- 1) Registration with the Nurse Aide Registry by passing a written and manual skills competency evaluation; **OR**
- 2) Sit for the written and manual skills competency evaluation within twenty-four (24) months of completing a state-approved curriculum which includes at least eighty (80) hours of instruction and thirty-two (32) hours of clinical supervision; **OR**
- 3) Certification through reciprocity from an out-of-state program approved by the state agency.

Established: 7/16/92

Revised: 3/24/03; 12/19/11; 10/02/2012; 07/01/2015

Effective: 07/01/2015