

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Human Services Assistant
Department: Social Services
Revised : August 2013

Class : Administrative Support
FLSA : Non-exempt

This job description supersedes any prior description for the Human Services Assistant classification.

GENERAL DESCRIPTION

Semi-skilled work in the operation of a vehicle for the purpose of transporting departmental clients to programs, related locations, and in performing other duties of a similarly responsible level. Supervision is received from a Social Work Supervisor III, who approves all scheduled pick-ups and drop-offs and who reviews work through analysis of reports submitted and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Transports children, the elderly, and other qualified clients in a van to the offices of health care professionals, health care related clinics, hospitals, and back to points of pick-up; reassures clients; assists clients in entering and leaving vehicle.

Provides first line maintenance to vehicle and cleans interior of vehicle.

Maintains records; prepares reports.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the traffic laws, ordinances, rules, and regulations.

Considerable knowledge of the location of health care service facilities.

Working knowledge of reassurance practices.

Ability to detect needed repairs or maintenance work of vehicle assigned and to make necessary simple adjustments.

Ability to understand and carry out oral and written instructions and to work independently in the performance of regular working duties.

Ability to secure and keep a valid driver's license.

Ability to establish and maintain effective working relationships with clients and fellow employees.

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PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

High school diploma or GED and experience in the operation of an automobile. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**