

**YORK TECHNICAL COLLEGE**  
**TECHNICAL STANDARDS FOR THE HUMAN SERVICES CERTIFICATE PROGRAM**

**ESSENTIAL FUNCTIONS OF HUMAN SERVICES ASSISTANT:**

1. Learn and apply new information.
2. Communicate effectively, verbally, in writing, and interpersonally.
3. Work effectively as an individual and team member.
4. Interact and work with others appropriately and effectively in a work place and community of diverse cultures, ages, genders, and socioeconomic backgrounds.
5. Assert self appropriately while treating clients with dignity.
6. Accept responsibility, acknowledge mistakes, and share successes.
7. Be dependable.
8. Comply with HIPPA laws and regulations.
9. Maintain composure and perform effectively in stressful situations.
10. Exercise good judgment.
11. Solve problems with innovation and creativity, including alternatives which involve taking risks.
12. Provide effective and efficient services with courtesy, responsiveness, and competence.
13. Use computers for reports, communications, and information retrieval.
14. Respect confidential nature of the work
15. Ability to adapt to change and changes in work conditions, and work in an environment of growth and innovation.
16. Ability to be clear, concise, and thorough in managing client information.

**MINIMUM QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL FUNCTIONS OF A STUDENT IN THE HUMAN SERVICES PROGRAM**

**Physical Requirements:**

The ability to perform essential physical functions of the job includes, by way of example only, the following:

- A. Ability to work various hours – rotating shifts, extended shifts, etc.
- B. Ability to work in various weather conditions
- C. Ability to provide active treatment for people with disabilities to increase their functional independence.
- D. Ability to develop and maintain a small home-like environment for persons within assigned residence
- E. Ability to monitor and escort persons to programs, appointments and off-campus trips

## **MINIMUM QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL FUNCTIONS OF A STUDENT IN THE HUMAN SERVICES PROGRAM (Continued)**

### **Background Information:**

An acceptable review of your past employment history, personal references, other sources including, but not limited to, the criminal background check which will be conducted by SLED and/or the FBI; and receiving clearance from the DSS Child Registry that indicates no record of child abuse or neglect may be required. Employment may also be contingent on your passing a pre-employment drug test.

### **Other Considerations:**

Certain cities/towns/counties may enforce a nepotism policy which would require that applicants who are related to employees of other agencies in the same city/town/county identify themselves at the time of application. Those applicants related to employees in other agencies may not be eligible for consideration.

**Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Office (SRO) at 803-327-8007, located in the Student Services Building within the Counseling and Support Services Area. The SRO coordinates reasonable accommodations for students who self-identify their documented disability.**