

Human Services

Evaluate principles of planning, development, implementation and evaluation to accomplish long-range goals in the human services. **HU01**

- 1 Design programs or activities to meet the needs of individuals and families.** **HU01.01.01**
- 2 Document that programs and activities effectively address needs.** **HU01.01.02**
- 3 Analyze data and information to meet the needs of individuals and families.** **HU01.02.01**
- 4 Retrieve, analyze, and interpret data.** **HU01.02.02**
- 5 Describe and accurately summarize information/data using charts, graphs, and descriptive statistics.** **HU01.02.03**
- 6 Accomplish team objectives to meet organizational needs.** **HU01.03.01**
- 7 Provide professional development opportunities for improvement.** **HU01.03.02**
- 8 Document that team objectives have been met.** **HU01.03.03**

Evaluate the role of the family, community and human services in society and the economy. **HU02**

- 1 Provide services that are sensitive to cultural, religious, disability, and gender issues.** **HU02.01.01**
- 2 Participate in workshops and training programs that relate to these issues.** **HU02.01.02**
- 3 Describe the types of human services provided in a community.** **HU02.02.01**
- 4 Give examples of each type of service and its major functions.** **HU02.02.02**
- 5 Identify specific occupations within these services.** **HU02.02.03**
- 6 Evaluate the role human service providers have on the economic condition of a community.** **HU02.03.01**
- 7 Describe the benefits provided by the human service providers.** **HU02.03.02**
- 8 Portray how a community would be affected if human service providers were not available.** **HU02.03.03**
- 9 Determine the role of prevention education in addressing issues of society.** **HU02.03.04**

Use effective communication with human services clients and their families. HU03

- 1 Develop organizational priorities that reflect the organization's mission. HU03.01.01**
- 2 Assist in setting organizational priorities to ensure quality. HU03.01.02**
- 3 Develop practices that are sensitive to cultural, religious, disability, and gender issues. HU03.02.01**
- 4 Set up and/or participate in workshops relating to cultural, religious, disability, and gender issues specific to human services careers. HU03.02.02**
- 5 Develop service guidelines with other co-workers. HU03.02.03**
- 6 Maintain working relationships with individuals, co-workers, and family. HU03.03.01**
- 7 Use interpersonal skills to build effective working relationships. HU03.03.02**
- 8 Identify basic needs of children, individuals and families. HU03.03.03**
- 9 Follow regulations and organizational policies and procedures to assure a safe and healthy environment. HU03.04.01**
- 10 Document information regarding questionable health or safety issues. HU03.04.02**
- 11 Train personnel on regulations and policies concerning a safe and healthy workplace. HU03.04.03**
- 12 Provide written procedures and policies for protecting the health and safety of all individuals. HU03.05.01**
- 13 Present evidence of written procedures and policies. HU03.05.02**

Demonstrate ethical and legal conduct in human services settings. HU04

- 1 Prevent personal liability by following legal requirements. HU04.01.01**
- 2 Assess adherence to appropriate personal liability requirements. HU04.01.02**
- 3 Implement procedures to protect the health and safety of all individuals. HU04.02.01**
- 4 Document and report emergency situations and outcomes to appropriate authorities. HU04.02.02**
- 5 Explain the role of government in human services. HU04.03.01**
- 6 Identify agencies that monitor human services facilities and operations. HU04.03.02**

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- 7 Provide examples of government intervention/actions in a human services operation.** HU04.03.03
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 - 8 Comply with legal requirement to assure appropriate conduct.** HU04.04.01
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 - 9 Assess and document legal compliance.** HU04.04.02
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 - 10 Apply specific organizational policies and rules to a specific work situation.** HU04.05.01
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 - 11 Locate and identify specific organizational policy, rule, or procedure to assist with a given situation.** HU04.05.02
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 - 12 Select the appropriate document as a reference for the situation.** HU04.05.03
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 - 13 Maintain compliance by seeking ethical and legal guidance from appropriate sources.** HU04.06.01
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 - 14 Document, review, and resolve ethical and legal conflicts.** HU04.06.02
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 - 15 Demonstrate knowledge of rules and laws designed to promote safety and health.** HU04.07.01
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 - 16 Identify key rights of employees related to occupational safety and health.** HU04.07.02
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 - 17 Identify the responsibilities of employers related to occupational safety and health.** HU04.07.03
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 - 18 Identify rights of clients/customers.** HU04.07.04
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Evaluate career opportunities in each of the Human Services Career Pathways. HU05

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- 1 Practice skills in a chosen career path to gain familiarity with technical processes.** HU05.01.01
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 - 2 Maintain successful employment.** HU05.01.02
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 - 3 Explore entrepreneurial opportunities.** HU05.01.03
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 - 4 Meet education and state-specific requirements for a career in human services.** HU05.02.01
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 - 5 Present legitimate credentials at job interview.** HU05.02.02
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 - 6 Document continuing education classes.** HU05.02.03
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 - 7 Present licensing and certification requirements.** HU05.02.04
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 - 8 Participate in career planning for human services.** HU05.03.01
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 - 9 Assess personal interests and skills needed for success.** HU05.03.02

10 Explore family and consumer science educational programs. HU05.03.03

11 Identify sources of career information and training. HU05.03.04

Explain how human development principles enhance the wellbeing of individuals and families. HU06

1 Demonstrate services that align with human development principles. HU06.01.01

2 Assess and document the satisfaction of clients/customers/participants with services provided. HU06.01.02

3 Recommend best products, plans, or services for clients/consumers. HU06.01.03

4 Produce plans showing benefits for clients/consumers. HU06.01.04

5 Identify services needed to meet the essential needs of children, individuals and families. HU06.01.05

6 Act as a community educator and advocate for the profession. HU06.02.01

7 Explain the role of a professional in the area of expertise to community groups. HU06.02.02

8 Join professional associations and organizations and serve in leadership capacity. HU06.02.03

9 Assist individuals in making informed decisions. HU06.03.01

10 Describe alternatives and help identify potential barriers. HU06.03.02

11 Help client to understand potential outcomes. HU06.03.03

12 Demonstrate the understanding of individual needs at various ages, stages and developmental milestones. HU06.03.04