

# 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**

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- 2 Assist in setting organizational priorities to ensure quality. HU03.01.02**

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- 3 Develop practices that are sensitive to cultural, religious, disability, and gender issues. HU03.02.01**

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- 4 Set up and/or participate in workshops relating to cultural, religious, disability, and gender issues specific to human services careers. HU03.02.02**

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- 5 Develop service guidelines with other co-workers. HU03.02.03**

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- 6 Maintain working relationships with individuals, co-workers, and family. HU03.03.01**

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- 7 Use interpersonal skills to build effective working relationships. HU03.03.02**

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- 8 Identify basic needs of children, individuals and families. HU03.03.03**

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- 9 Follow regulations and organizational policies and procedures to assure a safe and healthy environment. HU03.04.01**

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- 10 Document information regarding questionable health or safety issues. HU03.04.02**

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- 11 Train personnel on regulations and policies concerning a safe and healthy workplace. HU03.04.03**

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- 12 Provide written procedures and policies for protecting the health and safety of all individuals. HU03.05.01**

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- 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**

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- 2 Assess adherence to appropriate personal liability requirements. HU04.01.02**

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- 3 Implement procedures to protect the health and safety of all individuals. HU04.02.01**

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- 4 Document and report emergency situations and outcomes to appropriate authorities. HU04.02.02**

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- 5 Explain the role of government in human services. HU04.03.01**

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- 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

- 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

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

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

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**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

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

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

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

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

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

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

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

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**9 Assist individuals in making informed decisions.** HU06.03.01

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

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**11 Help client to understand potential outcomes.** HU06.03.03

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

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