

HUMAN SERVICES SPECIALIST 4 and SDSD/AFS CASE MANAGER
DHS Self-Qualification Form for HSS4 and Case Manager

NAME: _____ SOCIAL SECURITY #: _____

Minimum Qualifications

Check the answers that indicate your training and/or experience for each question below. For the work experience section, MARK YOUR ANSWERS IN TERMS OF 40 HOURS PER WEEK. For example, if you worked 20 hours per week for 1 year, your equivalent full time experience would be 6 months.

I have the following education:

1. (A) A Bachelor's degree in Behavioral Science, Social Science, or a closely related field.
2. (B) A Bachelor's degree in a field **not** closely related **AND** one year of human services related experience (e.g., work providing assistance to individuals and groups with issues such as economically disadvantaged, employment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies, inadequate housing).
3. (C) An Associate's degree in Behavioral Science, Social Science, or a closely related field **AND** two years of human services related experience (e.g., work providing assistance to individuals and groups with issues such as economically disadvantaged, employment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies, inadequate housing).

I have the following work experience:

4. Human services related experience (e.g., work providing assistance to individuals and groups with issues such as employment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies, inadequate housing).
A. One year or more B. Two years or more C. Three years or more
5. Experience determining eligibility for an agency program (cash assistance, medical assistance, food stamps, etc.).
A. One year or more B. Two years or more C. Three years or more
6. Experience determining eligibility for the Temporary Assistance to Needy Families (TANF) program.
A. One year or more B. Two years or more C. Three years or more

Are you a current employee of the Dept. of Human Services? (A) Yes (B) No

*** Please submit this Self-Qualification questionnaire with your application materials.**