

# Specific Competencies and Skills Tested in this Assessment:

## **General Human Services Technical Skills**

- Apply professional standards when interacting with clients, coworkers and public
- Display familiarity with human services-related terminology
- Employ organizational and planning skills to meet the needs of service recipients

## Family and Community Services Technical Skills

- Demonstrate an understanding of lifespan development
- Identify and access appropriate community services and resources
- Promote family and community health and wellness
- Evaluate family needs and available community services

## **Academic Foundations**

- Apply literacy skills in a human services career environment
- Apply mathematical skills in a human services career environment
- Apply science skills in a human services career environment

#### Systems

- Describe relationships, roles, and responsibilities among human service professionals
- Analyze impact on human services of technology, economy, and environment

## Ethics and Legal Responsibilities

- Apply appropriate laws, regulations, and industry standards in human services situations
- Identify ethical issues and established ethical behavior in human services situations

## Communications

- Communicate using appropriate language and level, including using appropriate techniques for communicating with special needs individuals
- Apply listening skills and interpret verbal and nonverbal behaviors to enhance communication with coworkers and the public
- Interpret and use tables, charts, and figures to support written and oral communciation

## Specific Competencies and Skills continued:

## **Information Technology Applications**

- Use word processing, presentation software, and email applications
- Use spreadsheet and database applications

## Problem Solving, Critical Thinking, and Decision Making

- Use problem solving and critical thinking skills to locate credible sources of information about problems and determine appropriate methods for investigating causes
- Use problem solving and critical thinking skills to determine root causes of problems and to suggest and evaluate solutions
- Demonstrate skills involving crisis intervention and management

## Leadership and Teamwork

- Apply leadership qualities
- Work effectively in a team environment
- Implement strategies to promote advocacy

## Safety, Health, and Environmental

- Identify and practice appropriate safety and health procedures
- Demonstrate appropriate emergency and first aid knowledge and procedures
- Identify and practice appropriate environmental procedures

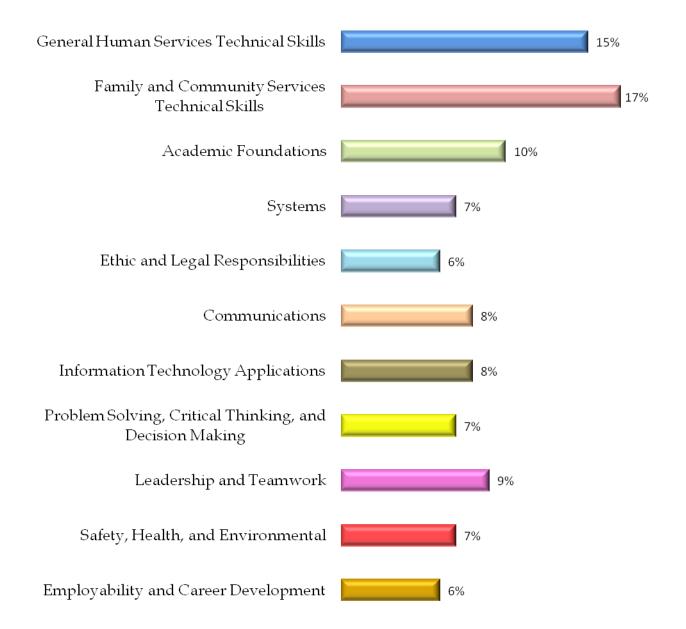
## **Employability and Career Development**

- Demonstrate appropriate workplace behavior
- Pursue career development skills to advance in careers



Written Assessment:Administration Time:2 hoursNumber of Questions:107

**Areas Covered:** 



# Sample Questions:

## Helping clients return to their highest physical and mental function is

- A. holism
- B. psychology
- C. recovery
- D. rehabilitation

## A low-cholesterol diet restricts or modifies \_\_\_\_\_ fat.

- A. saturated
- B. polyunsaturated
- C. unsaturated
- D. monounsaturated

## Access to medical information has dramatically increased through use of

- A. the Internet
- B. textbooks
- C. MP3 technology
- D. databases

## An example of body language that conveys interest in what a speaker is saying is

- A. repeatedly gazing over the speaker's shoulder
- B. crossing your arms
- C. stifling a yawn
- D. leaning forward slightly

# For the safety of clients during home visits, human services professionals are required to

- A. undergo a criminal background check as part of the hiring process
- B. submit a blood sample as part of the hiring process
- C. undergo a complete physical and neurologic exam
- D. disclose confidential information about the client to strangers

## It is important for individuals with disabilities to

- A. know everyone in the community
- B. be excluded from community activities
- C. function successfully in the community
- D. accept unneeded community assistance

## Sample Questions (continued)

## A federal agency responsible for setting workplace safety standards is

- A. OSHA
- B. FEMA
- C. FICA
- D. OEC

## The use of physical punishment by the staff is

- A. a lesson the client will long remember
- B. sometimes worth the risk of being sued
- C. only appropriate in extreme cases
- D. always inappropriate

# When presenting information to a large group of agency employees, the best practice to convey content is

- A. lecture format
- B. audio recording
- C. PowerPoint® presentation
- D. skit or dramatization

## Participating in ongoing or continuing education classes is a good way to

- A. develop career skills
- B. assure a job promotion
- C. secure a salary increase
- D. impress the supervisor