

For information on becoming a *Social & Human Services Assistant* see **Sources of additional information** within this brochure.

**For information on youth employment opportunities**, contact a career counselor at your high school or employment counselor or job and information center coordinator at your local NH Employment Security Office.

Berlin (752-5500)

151 Pleasant Street, P.O. Box 159, 03570-0159

Claremont (543-3111)

404 Washington Street, P.O. Box 180, 03743-0180

Concord (228-4100)

10 West Street, P.O. Box 1140, 03302-1140

Conway (447-5924)

518 White Mountain Highway, 03818-4205

Keene (352-1904)

109 Key Road, 03431-3926

Laconia (524-3960)

426 Union Avenue, Suite 3, 03246-2894

Lebanon (448-6340)

85 Mechanic Street, 03766-1506

Littleton (444-2971)

646 Union Street, Suite 100, 03561-5314

Manchester (627-7841)

300 Hanover Street, 03104-4957

Nashua (882-5177)

6 Townsend West, 03063-1217

Portsmouth (436-3702)

2000 Lafayette Road, 03801-5673

Salem (893-9185)

29 South Broadway, 03079-3026

Somersworth (742-3600)

6 Marsh Brook Drive, 03878-1595



For more information on this series of brochures, or to find out about our other products, contact us at:

New Hampshire Employment Security  
Economic and Labor Market Information Bureau  
32 South Main Street, Concord, NH 03301-4857  
Phone: (603) 228-4124, E-mail: [elmi@nhes.nh.gov](mailto:elmi@nhes.nh.gov), Web site: [www.nh.gov/nhes/elmi](http://www.nh.gov/nhes/elmi)

SOC 21-1093  
NHCRN 03/09

# So, you want to be a ...



## Social & Human Services Assistant

### Human Services

Projected to be among the fastest growing occupations  
(New Hampshire Occupational Projections, 2006-2016)

Here are a few things  
you should know.



Your gateway to New Hampshire workforce and career information



**You'll want to know a few things about this career**

**Average Hourly Wage**

\$12.24

**Expected 10 year Growth**

49%

**Average Annual Openings**

89

**Training/Education Needed**

Moderate On-the-Job training

While a bachelor's degree usually is not required, employers increasingly seek individuals with relevant experience or education beyond high school. To see what programs may be available, go to <http://nhetwork.nhes.state.nh.us/nhetwork/> (Nhetwork)

**Basic Skills**

Reading, listening, writing, speaking

**Job Skills**

Speaking, social perceptiveness, active listening, service orientation, learning strategies, writing, monitoring, coordination, judgement & decision making, monitoring.

**So, you want to be a ...**



**Social & Human Services Assistant**

**Projected to be among the fastest growing occupation** (New Hampshire Occupational Projections, 2006-2016)

**Tasks**

Source: O\*Net Online

1. Keep records and prepare reports for owner or management concerning visits with clients.
2. Submit reports and review reports or problems with superior.
3. Interview individuals and family members to compile information on social, educational, criminal, institutional, or drug history.
4. Provide information and refer individuals to public or private agencies or community services for assistance.
5. Consult with supervisor concerning programs for individual families.
6. Advise clients regarding food stamps, childcare, food, money management, sanitation, or housekeeping.
7. Oversee day-to-day group activities of residents in institutions.
8. Visit individuals in homes or attend group meetings to provide information on agency services, requirements and procedures.
9. Monitor free, supplementary meal program to ensure cleanliness of facility and that eligibility guidelines are met for persons receiving meals.
10. Meet with youth groups to acquaint them with consequences of delinquent acts.

**Interests (Holland Code)**

CSE

(Conventional, Social, Enterprising)

**Interest Area**

Human Services

**Working Conditions**

Generally work indoors (Can also work outdoors when visiting with clients. Work can be dangerous however, agencies ensure workers safety)

**Average Work Week**

40 hours

(Can also work evenings and weekends to meet with clients)

**Sources of Additional Information**

NH Employment Security (Contact office nearest you or go online to [www.nh.gov/nhes](http://www.nh.gov/nhes))

National Association for Human Service Education Univ. RI, Quinn 107-URI Kingston, RI 02881 [www.nohse.com](http://www.nohse.com)

Council for Standards in Human Services Education NE Region Springfield College 263 Alden Street Springfield, MA 01109 [www.cshse.com](http://www.cshse.com)

National Organization for Human Services 90 Madison Street, Suite 206 Denver, CO 80206 [www.nationalhumanservices.org](http://www.nationalhumanservices.org)