

HABILITATION PROGRAM SUPERVISOR

This is professional supervisory work in coordinating the activities of a limited developmental disability program which may have two or three program components such as ADAP, Developmental Day, or Early Childhood Intervention within a local mental health agency. Employees are involved in planning and directing the daily program activities in addition to working with management in the areas of long range planning, resource utilization, quality assurance, and budget development. Employees utilize discretion and judgment in the application of program policies and guidelines. Employees are also responsible for personnel management to include performance evaluation and training for agency based programs. Employees work with contract programs to ensure program compliance and quality assurance; however, employees may have limited involvement in contracted services personnel management. Work also requires that the employees spend a significant amount of their time in direct client treatment and case consultation. Duties may include other assignments as determined by agency management. Supervision is received from agency director or deputy director or habilitation program director.

I. SUPERVISION/MANAGERIAL FUNCTIONS:

Planning - Employees develop program goals and objectives which reflect the mission outlined by the State or the developmental disability service program. Employees determine short and long term priorities related to program goals and objectives. Organization and program changes, as well as the establishment of new work processes may be discussed with management.

Organizing and Directing - Employees review the daily work operations of their respective programs to include establishing work schedules, client caseload, and clinical responsibilities. The employees are kept aware of any program and service delivery problems and may resolve any technical questions. Problems which may impact on community relations are discussed with management. Employees also discuss organizational and program modifications with management.

Budgeting - Employees prepare recommendations annually for space, personnel, supplies, and equipment based upon previous expenditures and inflationary influences. Employees are required to submit and justify program budgetary needs to management and they may be involved in monitoring daily expenditures.

Training - Employees assess the training needs of the staff and recommend appropriate training. They identify areas of training and recommend staff development needs to agency management. Employees either provide or arrange for on-the-job training for staff members, students, and agency staff.

Setting Work Standards - Employees are responsible for ensuring that work is carried out in accordance with agency and statewide program standards and guidelines. Many standards are governed by professional practices, accreditation requirements, divisional policies, and federal and state law. Employees may make minor revisions in policies and procedures; however, major revisions are discussed with agency management.

Reviewing Work - Employees review the daily work operations on an occasional basis. Daily work problems are referred to the employees if subordinate staff are unable to provide the requested services. Employees may provide technical consultation to contracted agency personnel. Employees also evaluate quality of care through in-house audits and peer review committees.

Counseling and Disciplining - Employees discuss any problems with staff and management and initiate the appropriate action set forth by agency rules. Employees also issue initial oral and written warnings, and recommend more serious disciplinary/grievance actions to higher level management.

Performing Other Personnel Functions - Employees recruit, interview, and screen applicants for vacant positions and forward final recommendations to management. They prepare staff evaluations, and recommend staff for promotion and merit raises.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is characterized by occasional changes as a result of changes in federal and state rules, regulations and policies. Professional applications of knowledges and skills may be modified as clinical techniques change.

Variety of Work Supervised - Employees direct developmental disability programs which may have several program components. The work falls within the realm of developmental disability treatment modalities with inter-related knowledges and methodologies.

Number of Employees Responsible For - Five to 13 professionals and paraprofessionals.

III. EXTENT OF SUPERVISION RECEIVED: Employees are responsible and accountable for both quality and quantity of services provided. Work may be periodically reviewed during meetings with management to discuss technical, administrative, or organizational problems or changes. Technical and administrative consultation is received from higher level management.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employees supervise staff on regular day schedules and others on shift operations in residential facilities. Work force is basically stable and staff are dispersed in satellite operations and facilities within the county or multi-county area.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the concepts, practices, and techniques of the field of developmental disability or infant and child mental health to include assessments, development of comprehensive programs and/or treatment plans. Thorough knowledge of the population served. Skill in organization and management of time and resources. Ability to train and supervise professional and paraprofessional staff. Ability to coordinate and instruct staff, family members, and care providers in carrying out methods and techniques utilized in the developmental disability or infant and child mental health field. Ability to establish rapport and relate to populations served, families and community agencies and groups, and a variety of service disciplines.

Minimum Training and Experience - Graduation from a four-year college or university with a degree in a Human Services field and three years of professional developmental disability or infant and child mental health experience, preferably including one year of administrative experience; or Master's Degree in a Human Service field and two years of professional developmental disability or infant and child mental health experience preferably including administrative/supervisor experience; or an equivalent combination of training and experience.