

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

RESIDENT TREATMENT SUPERVISOR

DEFINITION

Supervises two or more employees in the provision of advanced para-professional nursing and therapeutic work in the care or treatment of residents at a state institution for the elderly, intellectually disabled, or mentally ill; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinate Resident Treatment Workers and Technicians; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Reviews records and reports maintained on the ward or living unit such as medical charts, incident reports, and twenty-four hour reports for conformance with standards.

Attends treatment team meetings in order to review, evaluate, and modify treatment programs by providing input regarding resident behavior and response to treatment and by receiving information from other interdisciplinary staff.

Instructs employees in a formally organized in-service training program.

Makes rounds in assigned area of responsibility in order to assure conformance to standards of nursing care, safety conditions, and sanitation.

Oversees the provision of medical supplies, equipment, and resident clothing by maintaining inventories.

Assures residents' attendance at prescribed activities and therapy sessions in order to facilitate each resident's treatment program by scheduling ward activities and by arranging for subordinate staff to provide escorting of residents to assigned areas.

COMPETENCIES REQUIRED

Knowledge of the problems, attitudes, and needs of residents in an institutional setting.

Knowledge of basic principles and methods of supervision used in employee selection and hiring, evaluating employee performance, administering disciplinary procedures, reviewing requests for leave of absence, and scheduling work times for subordinate staff.

Knowledge of basic principles of staff development as it relates to on-the-job training of subordinates.

Knowledge of patient care and basic nursing procedures (e.g., basic first aid, taking temperature, pulse, respiration, and blood pressure; administering hot or cold compresses, etc.).

Knowledge of medications and of their use and administration.

Knowledge of basic principles of personal hygiene and of their application to the personal care of institutional residents.

Knowledge of equipment and materials used in providing basic nursing/patient care.

Knowledge of methods and procedures used to maintain medical charts and/or treatment records.

Knowledge of body mechanics utilized in lifting, moving, dressing, giving simple treatments, or carrying out personal hygiene procedures.

Knowledge of housekeeping procedures used on a ward or living unit.

Ability to plan, organize, and evaluate the work of subordinates.

Ability to administer prescribed medications.

Ability to establish and maintain effective working relationships with institutional residents and to deal with each resident sympathetically and tactfully.

Ability to maintain medical and/or treatment records.

Ability to review and oversee the use of medical and treatment records for appropriateness and completeness of content.

Ability to deal successfully with a crisis or disruptive situation involving residents.

Ability to perform basic arithmetic calculations involving addition, subtraction, multiplication, and division.

Ability to interpret and implement detailed instructions, policies, methods, and procedures.

Ability to conduct on-the-job training for subordinate staff.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to two years of full-time work as a nursing or therapeutic assistant in a health care facility or other facility for the intellectually disabled, mentally ill, elderly, physically ill or disabled;

OR

an equivalent combination of education and experience substituting one year of post high school education (thirty semester or equivalent hours) with an emphasis in nursing and/or the social or behavioral sciences for one year of experience to a maximum substitute of one year.

NOTE:

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 03/12 BR