

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

**TREATMENT PROGRAM ADMINSTRATOR**

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**DEFINITION**

Performs administrative and therapeutic work in the coordination, direction, and planning of a comprehensive therapeutic program in a large defined treatment unit at a state institution; 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 an interdisciplinary team of technical and professional staff; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Plans, coordinates, and directs the operation of a large defined unit at a state institution within the framework of institutional goals and objectives as directed by central administration; implements planned treatment program related to the type of resident assigned to the area of responsibility.

Participates in staff meetings at the management level, assisting in interpretation and development of institutional policies and procedures.

Conducts interdisciplinary team meeting involving discussion of residents, their activities, progress and specific individualized treatment and/or placement recommendations.

Serves as administrative liaison between the unit of assignment and other units or supportive service departments in coordinating and implementing treatment services.

Consults with professional advisors concerning utilization of professional members of the unit staff as needed.

Directs and coordinates staffing patterns of the unit to insure optimal coverage of the unit on a twenty-four hours a day, seven days a week basis.

Coordinates and assists in developing training programs for personnel at the unit level.

Attends staff meetings, workshops, and institutes to keep abreast of current trends in training, care, and treatment of persons in a residential setting.

**COMPETENCIES REQUIRED**

Knowledge of the principles of human growth and behavior.

Knowledge of basic physiological and psychological problems associated with intellectual disabilities.

Knowledge of treatment and therapy practices related to intellectual disabilities.

Knowledge of management principles and practices related to hospital administration.

Knowledge of the principles of supervision.

Knowledge of legal responsibilities related to treatment provided at an institution.

Ability to establish and maintain an effective working atmosphere while utilizing applicable management and supervisory techniques.

Ability to maintain professional and administrative standards in unit as set by the institutional and central department administration.

Ability to apply, interpret, and implement detailed policies, methods, and procedures on the unit level.

Ability to plan, coordinate, and direct the functions of a large treatment unit at a state institution.

Ability to exercise judgment and discretion in making decisions affecting the lives of residents in the unit.

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**

Graduation from an accredited college or university and experience equal to four years of full-time professional-level work in a treatment or habilitation program for correctional inmates, delinquent, disadvantaged, mentally or emotionally ill, or intellectually disabled, two years of which were at the administrative, consultive, advanced professional, or supervisory level;

OR

an equivalent combination of education and experience substituting thirty semester hours of graduate level course work in the administrative sciences (e.g., business administration), social/behavioral sciences, or health sciences for each year of the required experience up to a maximum substitution of two years of the general experience requirement (no substitution for the consultive, advanced professional, administrative, or supervisory experience) shall be considered as qualifying.

#### **NOTE:**

For purposes of qualifying, "professional-level experience" shall be exemplified by responsibility for assessment and diagnosis of client problems and needs, developing a plan of treatment, evaluating client progress toward meeting treatment goals, modifying treatment objectives. Work at this level generally requires a prerequisite of four or more years of post high school educational training in one of the behavioral, social, or health sciences.

#### **NOTE:**

At the time of interview, applicants referred to Glenwood and Woodward State Hospital-Schools will be assessed to determine if they meet federal employment requirements as published in the Federal Register, Section 20 CFR 405.1101.

Effective Date: 03/12 BR