

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

TREATMENT PROGRAM MANAGER

DEFINITION

Performs supervisory work in the direction of an interdisciplinary treatment program for intellectually disabled residents in living units of a state hospital-school; 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 staff; 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 and writes individual resident treatment programs in order to ensure each resident receives comprehensive and integrated treatment services by reading programming data and treatment records, observing programming sessions, and conferring with living unit and treatment team staff.

Chairs interdisciplinary treatment team meetings in order to review, discuss and modify individual resident treatment plans by scheduling meetings, giving and receiving suggestions for treatment planning and modification.

Trains Resident Treatment Supervisors and other staff in coordinating treatment programs by assigning caseloads, advising on methods, reviewing written records and providing feedback on work performed.

Communicates treatment team decisions and plans to living unit staff in order to implement new or revised treatment programs by sending written reports to living unit supervisors and by conferring directly with living unit staff.

Provides living unit staff development programs in order to improve treatment programming services by assessing training needs, designing course materials and curriculums, and by conducting training sessions with living unit staff.

Confers with members of other living units or supportive service departments in order to integrate all aspects of the treatment program and to correct problems in treatment services by responding to requests for information and providing information about unit plans and activities.

Confers with living unit supervisors in order to ensure adequate staff coverage for treatment programming activities by reviewing staffing patterns and by discussing needed schedule changes.

Writes reports in order to document provision of treatment services for the assigned unit by collecting and reviewing programming data, assessments of treatment progress, and team recommendations and by summarizing records in accordance with prescribed reporting standards.

COMPETENCIES REQUIRED

Knowledge of human behavior as related to the problems and needs of coordinating treatment programs for intellectually disabled clients.

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

Knowledge of treatment and therapy practices related to intellectually challenged residents.

Knowledge of the capabilities and limitations of the various treatment service disciplines (nursing, occupational



therapy, physical therapy, speech pathology, audiology, therapeutic recreation, and education) as related to coordinating treatment programs.

Knowledge of the legal aspects of providing treatment services at a state institution.

Knowledge of treatment standards of federal and state jurisdictions and of accrediting organizations as related to assuring resident treatment programs are in compliance.

Ability to read and comprehend programming data and treatment records.

Ability to coordinate and integrate interdisciplinary treatment services as related to determining adequacy of treatment services.

Ability to conduct interdisciplinary treatment team meetings.

Ability to develop and implement living unit policies and procedures.

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 with a bachelor's or master's degree in a professional discipline related to provision of human care and treatment, a human service field, a field of study related to basic human care needs, human behavior, human skill development, humans and their cultural behavior, the human condition, or any other study related to basic human care needs and experience equal to one year of full time work with persons with intellectual disabilities or developmental disabilities;

OR

licensure as a doctor of medicine or osteopathy or as a registered nurse and experience equal to one year of full-time work with persons with intellectual disabilities or developmental disabilities.

NECESSARY SPECIAL REQUIREMENTS

Licensure or temporary licensure by the State of Iowa is required where applicable under state law (occupational therapy, physical therapy, audiology, speech pathology, doctor of medicine or osteopathy and registered nurse).

NOTE:

Among the acceptable degrees: occupational therapy, physical therapy, speech pathology, audiology, sociology, education, rehabilitation counseling, social work, psychology, speech, communication, gerontology, counseling, human development, recreation, special education, anthropology, literature, art, dance, and music.

Experience is applicable to work before or after the required degree.

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 483.430.

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: 06/12 BR