

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

**TREATMENT SERVICES DIRECTOR**

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**DEFINITION**

Performs administrative and therapeutic work in the coordination, direction, and planning of treatment programs for a small to medium sized 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 a subordinate staff in a defined unit at a state institution; 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 for all members of an interdisciplinary team, other than physicians, including personnel from areas such as nursing, social services, psychology, education, occupational therapy, physical therapy, speech-language and audiology services, or clerical services.

Coordinates the detention and security program with medical and educational aspects of a treatment program in a security unit at a state institution.

Conducts team meetings of staff assigned to the unit involving discussion of residents, their activities, progress, and treatment or placement recommendations; schedules evaluations of residents to be discussed at team meetings.

Serves as administrative liaison between 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.

Participates in and coordinates staff training at the unit level.

Attends staff meetings, workshops, and institutes to keep abreast of current trends in training, care and treatment of institutional residents.

Writes reports concerning unit; reviews reports and correspondence concerning unit as produced by staff.

**COMPETENCIES REQUIRED**

Knowledge of the principles of human growth and behavior, basic physiological and psychological problems, and treatment and therapy practices related to them.

Knowledge of the principles and practices, procedures, staff requirements and operating conditions related to administration of a treatment unit at a state institution.

Knowledge of the basic principles of supervision.

Knowledge of the functions and organization of the employing agency.

Knowledge of laws applicable to institutional treatment and therapy.

Ability to supervise employees performing professional and paraprofessional treatment and therapy work.

Ability to provide and maintain professional treatment and therapy.

Ability to maintain professional and administrative standards in units as set by administration.

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

Ability to exercise judgment and discretion in applying and interpreting departmental and institutional 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 and experience equal to three years' full-time professional-level work in a treatment or habilitation program for correctional inmates, the delinquent, disadvantage, mentally or emotionally ill, or intellectually disabled;

OR

an equivalent combination of education and experience substituting thirty semester hours of graduate level course work in the social/behavioral sciences, health sciences, or administrative sciences (e.g., business administration) for each one year of the required experience up to a maximum substitution of two years shall be considered as qualified;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of three years' full-time experience as a Correctional Supervisor 1 or Correctional Supervisor 2, or two years' full-time experience as a Correctional Treatment Manager or Correctional Security Manager shall be considered as qualified.

#### **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, and 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.

Effective Date: 03/12 BR