Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Treatment Program Management Series

Classes in the Series

Class Code	Class Title
03230	Treatment Program Supervisor
03232	Treatment Program Manager
03233	Treatment Program Administrator
03235/83235	Treatment Services Director

Series Concept

The primary responsibility of positions classified in this series is the direction and coordination of treatment programs for residents of a state institution or residential treatment facility. All positions are responsible for the supervision of staff involved in the programs.

Class Distinctions

Treatment Program Supervisor

Employees in this classification are responsible for overseeing a treatment program or project that involve special or particular treatment techniques dealing primarily with social/behavioral management problems of residents as part of an overall treatment program. However, other special treatment projects or programs could be supervised by an employee at this level. These programs are staffed primarily by technical staff such as Resident Treatment Workers, Resident Treatment Technicians, Licensed Practical Nurses Activities Aides and clerical employees. Usually a staff of 3 to 10 employees are supervised.

Treatment Program Manager

This classification is for positions that are responsible for overseeing care staff assigned to living units at an institution for intellectually disabled residents. Incumbents review resident treatment program records to assure resident treatment needs are met. A staff of two or more Resident Treatment Supervisors and 20 or more Resident Treatment Workers are supervised.

Treatment Services Director (class code 03235)

Employees in this classification are responsible for supervising a multidisciplinary treatment team. This team would be comprised of professionals, technicians and clerical employees. Professionals could come from such areas as nursing, social work, substance abuse, activity therapy, psychology, youth counseling, speech/language therapy and others depending upon the program. The technicians supervised would usually come from the same occupational fields as the professionals. Depending on the nature of the program the number of staff on the team ranges from approximately 15 to 70.

Employees in this classification normally are supervised by a higher-level treatment oriented position such as a Treatment Program Administrator, Social Work Administrator or Physician Supervisor. In some cases, the position may report directly to the Institutional Superintendent.

Treatment Services Director (class code 83235)

Employees in this class code are located in correctional institutions and meet the requirements of the protection occupation provisions of the Iowa Public Employees Retirement System (IPERS).

This classification is used for positions that supervise both professional treatment and security employees. The positions supervised are normally Correctional Counselors, Correctional Supervisors and Correctional Officers. However, other types of treatment or security employees could be supervised such as nurses and activity therapists. The number of staff supervised ranges from approximately 15 to 50.

If the position is not responsible for both professional treatment and security programs, it does not meet the concept of this class. The classes of Correctional Treatment Manager or Correctional Security Manager may be the more appropriate classification and should be considered for positions that do not meet this class concept.

Treatment Program Administrator

Employees in this classification are responsible for the supervision of treatment programs for a significant segment of an institution's overall program. Employees are responsible for the provision of care and treatment of residents for the unit on a 24 hours a day, 7 days per week basis.

A wide variety of professional occupations are supervised in a multidisciplinary team in a coordinated treatment program. Examples of such occupations are nursing, physicians, social work, substance abuse, psychology, activities therapy, physical therapy, occupational therapy, speech/language therapy, vocational and other counseling. Technical employees in the above occupations as well as resident care, clerical, maintenance and domestic services employees may be supervised. First line supervisors in a variety of professional and technical occupations are also supervised by employees in this classification. Employees supervise a large staff of approximately 90 or more employees.

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