

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

TREATMENT PROGRAM SUPERVISOR

DEFINITION

Performs supervisory work in the direction of non-professional staff in projects involving special or particular treatment techniques or methods 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 subordinate staff; effectively recommends personnel action relating to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Plans and arranges for orientation and in-service training for technical and clerical workers in the services provided by the treatment program; instructs workers in various treatment techniques and procedures of therapeutic value to residents; instructs workers in identifying the problems, attitudes, and needs of the resident and therapeutic means of interaction with them.

Develops, maintains, and monitors financial, personnel, and program records relative to the project supervised; assists in preparing budget materials for administrative review; may prepare and submit requests for grants to administrative staff, advisory council, federal or other non- state agencies.

Attends treatment team meetings; reports results of resident staff interaction; makes and receives suggestions for treatment plan modifications; communicates treatment goals and objectives to subordinate staff.

Develops and maintains working relationships with community service organizations; coordinates needs and resources between community service organizations and the state institution.

Writes reports and reviews as required.

Attends professional, staff, and community service organization meetings as required.

COMPETENCIES REQUIRED

Knowledge of human behavior as related to the problems and needs of the resident.

Knowledge of the basic principles of supervision.

Knowledge of community service organizations and how their resources may be coordinated with the needs of the institution.

Knowledge of funding-mechanisms for grants.

Ability to plan, direct, organize, control and effectively supervise the work of subordinates.

Ability to develop and maintain accurate reports, records, and other program data.

Ability to teach, instruct, and lead in the implementation of various therapeutic procedures and practices.

Ability to motivate people and provide leadership.

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 and aligns behavior with the goals of the organization.

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

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university and experience equal to eighteen months of full-time, professional employment* working with the intellectually disabled, mentally ill, elderly, physically ill, persons with a disability, delinquents, or civilly or criminally adjudicated adults;

OR

experience providing care and treatment or security for patients or inmates may be substituted for the education and experience in the above clause at the rate of twelve months of full-time experience for 30 semester hours of education with a maximum total substitution of five and one-half years.

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.

* For purposes of qualifying, "professional employment" shall be exemplified by having 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, etc. Work at this level usually requires a prerequisite four or more years of post high school educational training in the behavioral, social, or health sciences. Examples of experience at this level includes but is not limited to Social Worker, Registered Nurse, and Occupational Therapist.

Effective Date: 6/12 BR