

DESCRIPTION: Under limited supervision, performs professional work planning, developing, organizing, conducting, and supervising active treatment activities provided to clients, residents, members, or patients residing in State owned facilities to comply with Title XIX. These services include, but are not limited to: day services, wellness, community integration, recreational services and vocational services. Incumbent provides leadership, trains and guides direct care staff and para-professional staff in carrying out active treatment activities; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (a position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is the 1st level in a series (Active Treatment Program Specialist, Supervisor, and Manager). Incumbents are responsible for creating active treatment activities to carry out the program written by the QDDP and documented in the Individual Program Plan (IPP). The focus is designed to achieve client, patient, or member community integration and on utilizing community resources first and filling in with campus resources.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, develops, organizes, conducts, and supervises active treatment activities.

Writes informal activity curriculum, based on IPP, to carry out the individual's program that ensures meaningful activities.

Expands the individual's knowledge, through active treatment activities, to gain a job or participate in activities, preferably in the community.

Creates active treatment activity schedules for each individual.

Develops learning opportunities in multiple settings, beginning in the community.

Maintains working knowledge of IPP for consistency of habilitation.

Conducts situational and individual assessments through observation, record review, and interview to evaluate level of functioning which reflects social needs, abilities, and interests for participation in therapies, training, or activities.

Collaborates with all team disciplines to meet goal of developing independence for individuals served.

Reviews vocational and recreational assessments annually, or more frequently as needed, to ensure they reflect current status.

Conducts research on best practices for curriculum development.

Attends and actively participates in treatment team meetings.

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Compiles progress reports and input for presentation to team.

Records data on individuals served.

Analyzes and monitors collected data to modify active treatment activities in support of formal habilitation programs.

Provides leadership and training to staff and individuals served in carrying out active treatment activities.

Transports clients, residents, members, or patients to and from active treatment activities.

Oversees use and care of habilitation area, equipment and supplies used for activities.

Requisitions materials for training.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: methods for planning and conducting active treatment activities; intellectual or other developmental disabilities; gerontology; treatment and behavioral documentation standards; the methods, techniques, and goals of individual and group active treatment services; applicable state, federal and Medicaid standards, policies and procedures; developmental disability and/or mental health service delivery systems; the aspects of intellectual or other developmental disabilities and/or mental illness and their associated behaviors; emotional/behavioral disorders; the principles and practices of active treatment concepts; modern behavior modification principles and practices; behavioral intervention/management principles, processes and/or procedures; behavioral assessment techniques; individual rights and needs; principles and methods for curriculum and training design; problem solving and planning techniques; research design and statistics; quality improvement principles; Title XIX regulations specific to the Active Treatment Program.

Skill in: interpreting individual program plans; listening and understanding; problem solving; fostering and maintaining interpersonal relationships; time management and organization of work; crisis intervention; communicating information so others will understand; performing follow-up activities; coaching and training staff and clients served; observing, documenting, and evaluating active treatment services.

Ability to: adapt the program to the changing needs of the field, the community, and the clients, residents, members, or patients; obtain and maintain resident, member, or patient interest and participation in activities; document and maintain records and compile reports; establish, foster and maintain effective working relationships with community partners, parents, guardians, and/or family of individuals served; instruct staff, clients, residents, members, or patients how to perform activities; collect and analyze information; evaluate the progress of individuals and the quality of an active treatment plan; plan/organize/evaluate work as it relates to the overall goals and mission of the program; interact with survey team; use personal computers and associated software including word processing, spreadsheet, database, presentation, and electronic communication applications.

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MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in human services or related field, AND experience working with individuals who have a developmental or intellectual disability. Equivalent education and/or experience may substitute for the educational requirement on a year-for-year basis.

SPECIAL NOTE:

Specific positions in this class may require the incumbents to possess a valid driver's license and provide a passenger vehicle with adequate liability insurance, or the ability to provide independent authorized transportation, in order to perform work-related travel, such as transportation for clients.

State agencies must evaluate each of their positions to determine their individual overtime eligibility status. FLSA regulations state positions cannot be exempted based on job title; rather the duties and responsibilities of each position must be evaluated by application of FLSA exemption criteria.