

STATE OF NEBRASKA CLASS SPECIFICATION  
**DEVELOPMENTAL DISABILITIES**  
**SAFETY AND HABILITATION SUPERVISOR**

EST: 07/14 – REV: 00/00  
CLASS CODE: V76252

**DESCRIPTION:** Under limited supervision, supervises a shift of Developmental Disabilities Safety and Habilitation Specialists who provide specialized residential services designed to provide an integrated, structured, therapeutic environment for individuals with high risk, challenging behaviors in a home designated as a Center for the Developmentally Disabled. Habilitation services are provided throughout each person's waking day, seven days a week as well as providing overnight awake supervision. Provide support, coaching, and mentoring to assigned staff. Incumbents maintain the safety of individuals served, staff, and the public by ensuring that an adequate number of trained staff is available to provide quality supports and services to individuals during required active treatment; 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 is the second level in a series of two (Developmental Disabilities Safety and Habilitation Specialist and Developmental Disabilities Safety and Habilitation Supervisor). The DD Safety and Habilitation Supervisor is distinguished from the Specialist by the performance of full supervisory duties for assigned Safety and Habilitation staff including hiring, training, coaching, mentoring, performance evaluation, pursuing disciplinary actions, and terminations. Incumbents provide a key role in managing activities throughout the day in a variety of settings to maintain the safety of individuals served, staff, and the public and ensure the provisions of active treatment are completed.

This class series is distinguished from the Developmental Technician series by the population served. Individuals residing at the Center may have complex needs/issues resulting from dual diagnosis of intellectual disability and mental health diagnosis. They have special risk issues which must be managed with supervision and specialized supports. Specialized services include treatment of the challenging behaviors, mental health care, habilitation services, and the supports necessary for each person to realize individual goals related to treatment and habilitation.

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

Performs personnel functions for assigned DD Safety and Habilitation Specialists staff including participating in hiring, assigning/recommending/issuing disciplinary actions including suspensions and terminations, providing on-the-job training and regular performance feedback and preparing, evaluating and conducting performance evaluations; provides comprehensive information to Human Resources representatives during the formal discipline process.

Prepares bi-weekly staffing schedules for shift supervised. Ensures that an adequate number of trained staff is available to provide quality supports and services to individuals; distributes completed schedule per contract stipulations. Notifies appropriate personnel of problems related to resource allocation or the physical living environment to ensure their resolution.

Develop vocational, volunteer, and/or recreational opportunities for individuals served within the guidelines of the Individual Personal Plan.

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Leads and monitors provision of active treatment and schedules of activities for individuals insuring activities are coordinated as written in the individuals' personal care plans. Conducts and implements individual behavior modification plans and habilitation plans as written.

Transport individuals into the community for vocational and recreational activities, or medical appointments.

Prepare various reporting documents such as active treatment observations, workers compensation forms, environmental assessments, general events, fire and storm safety drills, and end of shift information per State and federal regulations.

Communicates with Interdisciplinary Team to report treatment progress, effectiveness of interventions, concerns with safety and habilitation, staff training issues, and recommend improvements and solutions.

Complete initial collection and review of evidence related to abuse/neglect allegations; prepares associated investigation statements which is submitted to the agency.

Administers medications and treatments, performs and/or monitors individual's personal hygiene and maintains a safe working environment.

Ensures that human and legal rights of the individual are protected, that the needs of each individual are identified and met, and that each individual is safe and free from harm; monitors physical environment and takes necessary action to maintain a safe and sanitary home, in compliance with State and Federal Standards.

Maintains compliance with all Federal, State and local rules, regulations and standards including the Title 404 of NAC, DDSA, NMAP, Title XIX of the Social Security Act, including section 1915© of the SSA (Medicaid HCB Waiver); 42 CFR.180 and Part 441, Subpart G; and HHS (Neb. Rev. Stat § 81-3110 to 81-3124)

Recognizes and responds to emergency/crisis situations requiring medical, behavioral, or safety interventions; immediately implements interventions, documents actions taken, and notifies guardians, Administrator On Call, Service Coordinators, and family.

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

Knowledge of: security measures required in the care of high risk individuals with developmental or intellectual disabilities; techniques of caring for individuals with physical and/or intellectual disabilities; general human behavior and performance; general developmental care skills; principles and methods for instructing individuals and groups.

Skill in: organizing and prioritizing work; listening and understanding; communicating effectively as appropriate for the intended audience; being aware of others' reactions and understanding why they react as they do; teaching others.

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Ability to: plan, assign, direct and evaluate the work of staff; learn, apply and enforce agency and facility policies, rules, and regulations; prepare reports; carry out/implement written treatment, training, habilitation, and behavior support plans and nursing procedures as prescribed; administer medications, make decisions and act quickly in situations involving individual care or safety; communicate with co-workers, management and individuals served; maintain individual records and charts; document treatment/training plans; count and record numerical and alphabetical data; provide quality daily care to individuals served; observe, recognize and report on physical status; demonstrate proper lifting including lift, bend, push and/or pull 50 pounds on a continuous basis to assist clients in meeting their needs and maintaining safety within the home.

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

Be at least 19 years of age to work with adults and at least 21 years of age to work with adolescents AND one year experience providing direct care support to individuals with development/intellectual disabilities or experience leading, monitoring or supervising a team.

**SPECIAL NOTES:**

Must successfully complete a prescribed physical examination.

Incumbents must complete a state approved medication aide course and successfully pass a written and clinical competency exam administered by the State of Nebraska and be placed on the State of Nebraska Medication Aide Registry as a condition of continued employment. Incumbents must also maintain listing on the Medication Aide Registry during the course of employment.

Incumbents are required to possess a valid driver's license to perform work-related travel for individuals served.

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.