

**DESCRIPTION:** This is professional, supervisory work involved in the developing, coordinating, and supervising Active Treatment Programs provided to clients, residents, members, or patients residing in State owned facilities. Positions in this class supervise a significant Active Treatment Program to assist a state owned facility to comply with Title XIX. Such programs include, but are not limited to vocation, wellness, community integration, facility activities or recreation. Positions in this class supervise other para-professional or professional staff. Positions in this class receive limited supervision from an Active Treatment Manager and/or from other management personnel; performs related work as required.

**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 fourth level in a series of five (Aide, Assistant, Specialist, Supervisor, and Manager). This class is distinguished from the Activity Supervisor class by the focus on Active Treatment Programs to comply with Title XIX. Incumbents in this class are responsible for a significant active Treatment Program designed to achieve client, patient or member community integration and supervise a significant sized staff and are the technical expert on assigned programs.

**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.)

Develops, coordinates, and supervises a significant Active Treatment Program; supervises activities to ensure compliance with the goals of the Active Treatment Program. Conducts audits to ensure continued quality improvement of Active Treatment Programming.

Coordinates with other professional staff to evaluate client's level of functioning to reflect social needs, abilities, and interests for active therapy programs; confers with interdisciplinary team for referrals for specific active treatment programs to facilitate participation as part of the Individual Program Plan; coordinates programs with other departments.

Conducts individual assessments of clients for programs; may lead groups and service delivery for active treatment services.

Supervises para-professional and professional staff that carries out Active Treatment Programs.

Documents client, resident, member, or patient behavior, compiles progress reports, and maintains necessary records, including resident, member, or patient payroll.

May establish and maintain contact with community organizations such as local businesses, Chamber of Commerce, or other organizations to stimulate interest promote opportunities for community integration through volunteering opportunities or employment opportunities of clients, resident, member, or patients.

Ensures compliance with Title XIX regulations specific to the assigned Active Treatment Program.

Summarizes Quality Indicator data for Quality Assurance and Improvement; maintains data for such summary in cooperation with management and/or Department Coordinator.

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Maintains the inventory of equipment and supplies used for therapy activities; makes recommendations on major equipment purchases and oversees the purchase of daily supplies and other materials as needed.

Provides in-service training and instruction to staff in the best practices for providing active treatment and habilitation.

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

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

Bachelors degree in Human Services, Vocational Rehabilitation, or related field plus supervisory and/or leadership experience. Extensive work experience in the Developmental Disabilities field, including supervisory experience, may be substituted for education on a year-for-year basis.

**LEGAL REQUIREMENTS:**

N/A

**SPECIAL NOTE:**

May take on-call duties on a rotational basis and need to be available by phone.

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.