

**DESCRIPTION:** Under administrative direction, this class performs professional, administrative work involved in directing and managing the active treatment services programming, policies, and procedures provided to clients, residents, members, or patients residing in State owned facilities. Positions in this class manage the Active Treatment Program to assist a state owned facility to comply with Title XIX and supervise staff involved with indirect services to include, but not limited to: day services, recreational services and vocational services. Positions in this class receive limited supervision from an administrator 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 final level in a series of five (Aide, Assistant, Specialist, Supervisor, and Manager). Incumbents in this class are responsible for managing the Active Treatment Program designed to achieve client, patient or member community integration.

The Manager of the Active Treatment Program is responsible for providing services assigned to vocation, wellness, community integration, facility activities or recreation and supervising staff who are involved in providing a continuum of services to help people learn new skills, and practice skills through volunteer opportunities, work, social and leisure activities, for people of all ages. The focus is on utilizing community resources first and filling in with campus resources.

This class is distinguished from the Activity Manager class by the focus on vocational and recreational activities, to comply with Title XIX, rather than therapeutic or clinical activities.

**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.)

Supervises and directs the development of the Active Treatment Program; includes day services, recreational services and vocational services that provide programming identified and required for individuals with developmental disabilities.

Develops and implements policies and procedures for the delivery of Active Treatment Program services.

Develops processes to ensure active treatment delivery directly relates to the assessment and the Individual's Program Plan (IPP).

Ensures all vocational and recreational assessments are current and reviewed annually by the Active Treatment Supervisors and/or Active Treatment Specialists.

Supervises, leads, trains, and evaluates professional and supervisory personnel in carrying out programs.

Ensures compliance with all Department of Labor laws, Social Security, CMS, DOJ settlement agreement, and other regulations related to vocational, recreational, and day service programs for IDF/DD's; ensures compliance with Title XIX regulations specific to the assigned Active Treatment Program.

Initiates meetings and conversations with business owners and managers of community resources to build relationships and partnerships with businesses and organizations in the community, to gain access to more services off campus and employment for the individuals served.

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Reviews QI data to revise goals and objectives for to improve services provided to individuals served.

Monitors activities and assessments for conformance to program objectives to insure programs are meeting individual needs and desires.

Confers, consults, and coordinates with the managers of other disciplines to integrate active treatment services into the resident's, member's, or patient's total treatment program.

Compiles reports to determine trends and practices of active treatment services.

Responsible for the maintenance of program records, statistics, reports of resident, member, or patient participation and progress in activities.

Plans and monitors the Active Treatment Program budget.

Orders and maintains equipment and supplies used for Active Treatment Program activities.

**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; the principles and techniques of leadership, management, supervision; budget and personnel management principles; supervisory techniques.

Skill in: communicating effectively; listening and understanding; problem solving.

Ability to: provide vision for the department, anticipate the changes in the DD field and adapt the program to the changing needs of the field, the community, and the residents; plan, organize, and lead the department supervisors and staff in the change; document and maintain records and compile reports; supervise subordinates; develop/interpret and explain policies and procedures; establish and maintain effective working relationships; provide effective leadership; 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.

**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, Recreation Management, Recreation Therapy, Vocational Rehabilitation, or related field plus at least two years of supervisory experience.

**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.