

STATE OF NEBRASKA CLASS SPECIFICATION
ACTIVE TREATMENT PROGRAM SUPERVISOR

EST: 6/09 - REV: 00/00
CLASS CODE: V76480

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: 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 who carry 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.

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills, and abilities. A general qualification guideline for positions in this class is a Bachelor's degree in Human Services, Recreation Management, Recreation Therapy, Vocational Rehabilitation, or related field plus at least two years of supervisory experience in a specialty area. Extensive work experience in the Developmental Disabilities field, including some supervisory experience, may be substituted for education on a year-for-year basis.

SPECIAL NOTE:

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

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.