

DESCRIPTION: Under general supervision, serves as an individual's principal advocate by coordinating, directing and providing oversight of service delivery, based on identified preferences, strengths, needs and supports determined through the Interdisciplinary team process and in compliance with Federal, State, and facility standards of care for a designated home at the Beatrice State Developmental Center (BSDC). Directly supervises large numbers of direct care staff working all three shifts. Responsible for full administrative and technical supervision over treatment staff, development of unit policies and procedures, performance improvement activities, and day to day management of the delivery of care; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position may be assigned to this class based on the scope and level of work performed as described below.)

This class is primarily used at the Beatrice State Development Center. Positions located at BSDC and classified to this class must meet the qualifications for a Qualified Developmental Disability Professional (QDDP) as defined by Title XIX standard 483.430, the primary focus is on managing the day to day work performed by the direct care staff. This class is responsible to provide support to the QDDP to ensure that programs and active treatment are carried out as assigned to direct care staff. In the event this classification is utilized at other DHHS facilities requiring a Residential Manager to supervise a large number of direct care staff, provide administrative and technical supervision, develop unit policies and procedures, performance improvement activities, and day to day management of the delivery of care, this class may be appropriate. If this class is used at DHHS facilities other than BSDC where the population is not developmentally disabled individuals, meeting the qualifications of a QDDP is not required.

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.)

Communicates treatment team decisions and plans to living unit staff in order to implement new or revised treatment programs. Instructs employees in formally organized in-service training programs.

Plans assigns, and directs work activities of direct care staff to facilitate the attainment of the unit's work goals. Ensures consistent application of administrative and program policies/procedures and Title XIX standards. Compares staff work performance with established standards to determine and recommend appropriate training, supervision or formal personnel action.

Investigates incident or injury concerning any person served or staff person. Prepares report outlining findings of investigation and develops plan of correction.

Monitors physical living area of individuals served to ensure safety, sanitation, and compliance with federal/state standards.

Confers with other living unit supervisors in order to ensure adequate staff coverage for treatment programming activities by reviewing staffing patterns and recommending schedule changes.

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

Knowledge of: Developmental Disability treatment principles, policies and practices, instructional procedures and techniques, mediation and conflict resolution; supervisory principles and practices; investigation principles and techniques

Ability to: assign, plan, and evaluate work of staff, conduct investigations and formulate prevention plans, and ability to problem solve interpersonal conflicts as a mediator for subordinate staff members analyze situations and promote problem solving.

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 a human service field that meets the qualifications for a Qualified Developmental Disability Professional as defined by the Regulations of Title XIX Standard 483.430, AND one year of experience working directly with persons with intellectual or other developmental disabilities.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Bachelor's degree from a college or university in the human services field, as defined in the Title XIX Standards 483.430(b) (5) (x) 583.430 (a) (3) (I) (ii) 483.40 (B) (i ix), which includes the:

- a) Study of human behavior (e.g. psychology, sociology, speech, communication, gerontology, etc.)
- b) Human skill development (e.g. education, counseling, special education, human development, etc.)
- c) Humans and their cultural behavior (e.g. anthropology).
- d) Any other field of study of services related to basic human care or the human condition (e.g. rehabilitation, counseling, literature, the arts, etc.), and has at least one year of experience working directly with persons with intellectual or other developmental disabilities.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).