

Click one of these links to see the Job Description for that class:

Job Code	Job Title
I76461	Active Treatment Programs Aide
I76462	Active Treatment Program Assistant
H76463	Active Treatment Program Specialist
V76464	Active Treatment Program Supervisor
V76465	Active Treatment Program Manager

ACTIVE TREATMENT PROGRAM SERIES

I76461, I79462, H76463, V76464, V76465

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses five levels and includes both non-professional, para-professional and professional work within Active Treatment Programs. Positions in this series are involved in the delivery, planning, coordinating, organizing, monitoring, conducting, and supervising active treatment activities provided to clients, residents, members, or patients residing in State owned facilities to comply with Title XIX.

Active Treatment Program Aide

I76461

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

Under immediate supervision, performs non-professional work involved in the delivery of active treatment activities, programs, and curriculum to clients, residents, members, or patients residing in State-owned facilities to comply with Title XIX. Incumbents develop skill and assist in the delivery of active treatment activities, which include but are not limited to: day services, wellness, community integration, recreational and vocational services; performs related work as required.

This class is the first level in the series of five (Aide, Assistant, Specialist, Supervisor, and Manager). Incumbents assist in carrying out Active Treatment activities. This class is entry level and used for training purposes or used for positions which perform only the most basic tasks assisting others who are responsible to provide Active Treatment activities. Incumbents work closely with a supervisor or higher-level Active Treatment Program staff and refer all difficult and unusual problems to a supervisor or higher-level Active Treatment Program staff for decision making.

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.)

Provide assistance to residents, members, or patients in learning how to participate in planned activities. Assist with carrying out activities, programs and curriculum developed by the Active Treatment Program Specialist.

Provide personal care to clients, residents, members, or patients such as repositioning, feeding, dressing/changing, and toileting.

Maintain working knowledge of Individual Program Plan for consistency of habilitation.

Assist in instructing/guiding individuals in learning to perform jobs or participating in planned activities.

Assist in setting up for activities including room setup and ensuring necessary supplies/equipment are available to carry out activities.

Observe individual's participation during recreational/vocational activities and document progress which is used for various reports.

Transport, escort and monitor individuals to and from activities on or off of the campus grounds.

May attend meetings to discuss and provide input into resident, member, or patient progress and active treatment programs.

Oversee the use and care of equipment and supplies used for active treatment activities; may perform minor maintenance on equipment. Maintain sanitation of recreational facilities.

[KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: \(These are needed to perform the work assigned.\)](#)

Knowledge of: the general nature of developmental or intellectual disabilities and/or gerontology; effective methods of working with people; various games, sports, and/or various therapeutic or leisure activities; applicable state, federal, and Medicaid standards, policies and procedures; Title XIX regulations specific to the Active Treatment Program.

Skill in: active listening and understanding; working cooperatively with others; fostering and maintaining interpersonal relationships; observing and documenting active treatment services.

Ability to: communicate effectively with staff and individuals served; work with residents, members, or patients with diverse emotional, physical, mental or intellectual disabilities and functioning levels; provide quality care to individuals; learn the basic principles and methods of active treatment activities for the treatment of individuals with intellectual or other developmental disabilities and/or elder persons; maintain records; use equipment to carry out activities; demonstrate proper lifting, including a buddy lift, within a weight range of 50 to 200 pounds to heights of 36 inches; lift, bend, push and/or pull 50 pounds on an intermittent basis.

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

Training or experience with individuals who have a developmental or intellectual disability or experience in recreation.

[SPECIAL NOTES:](#)

Incumbents are expected to successfully complete Basic Support class within 120 days and facility training requirements within 6 months of employment

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Active Treatment Program Assistant

I76462

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

Under general supervision, performs para-professional work consisting of assisting with planning, coordinating, organizing, monitoring, and conducting active treatment activities provided to clients, residents, members, or patients residing in State owned facilities to comply with Title XIX. These services include, but are not limited to: day services, wellness, community integration, recreational services and vocational services. Incumbent assists with training and guiding direct care staff and para-professional staff in carrying out active treatment activities; performs related work as assigned.

This class is the second level in the series of five (Aide, Assistant, Specialist, Supervisor, and Manager). Incumbents are responsible for assisting with planning and carrying out activities, programs, and curriculum developed by the Active Treatment Program Specialist and documented in the Individual Program Plan (IPP). The focus is designed to achieve client, patient, or member community integration and on utilizing community resources first and filling in with campus resources.

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.)

Assists in planning, developing, organizing, and conducting active treatment activities to expand the individual's knowledge to enable them to gain a job or participate in activities preferably in the community or other integrated settings.

Provide personal care to clients, residents, members, or patients such as repositioning, feeding, dressing/changing, and toileting.

Attends and actively participates in treatment team meetings, representing the vocational and/or recreational departments to serve as a liaison between the active treatment service areas and Interactive Treatment Team. Recommend employment and recreational options for the individual for team approval.

Follows formal and informal activity curriculum, based on the IPP, to carry out the individual's program that ensures meaningful activities.

Assists in creating and implementing active treatment activity schedules for each individual.

Assists in developing learning opportunities in multiple settings, beginning in the community.

Maintains working knowledge of IPP for consistency of habilitation.

Observes individuals' interactions annually, or more frequently as needed, during vocational and/or recreational activities to assess his/her ability to perform the activity/task and their desire to be involved with the activity/task, to ensure they reflect current status.

Collaborates with all team disciplines to meet goal of developing independence for individuals served.

Compiles progress reports and input for presentation to team.

Records data on individuals served and assists with analysis for team review.

Analyzes and monitors collected data to modify active treatment activities in support of formal habilitation programs.

Provides training and guidance to direct care staff, Active Treatment Program Aides, and individuals served in carrying out active treatment activities.

Transports clients, residents, members, or patients to and from active treatment activities.

Oversees use and care of habilitation area, equipment and supplies used for activities within an assigned area.

Requisitions materials for active treatment activities.

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

Knowledge of: methods for planning and conducting active treatment activities; labor laws; OSHA regulations; intellectual or other developmental disabilities; goals of individual and group active treatment services; applicable state, federal and Medicaid standards, policies and procedures; the aspects of intellectual or other developmental disabilities and/or mental illness and their associated behaviors; the principles and practices of active treatment concepts; behavioral intervention/management principles, processes and/or procedures; individual rights and needs; principles and methods for curriculum and training implementation; problem solving and planning techniques; Title XIX regulations specific to the Active Treatment Program

Skill in: interpreting individual program plans; listening and understanding; problem solving; fostering and maintaining interpersonal relationships; time management and organization of work; crisis intervention; communicating information so others will understand; performing follow-up activities; coaching and training staff and clients served; observing, documenting, and implementing active treatment services.

Ability to: adapt the program to the changing needs of the individuals and staff; obtain and maintain individuals' interest and participation in activities; document and maintain records and compile reports; foster and maintain effective working relationships with community partners, parents, guardians, and/or family of individuals served; instruct staff and individuals served how to perform activities; collect and analyze information; assist in planning/organizing/evaluating work as it relates to the overall goals and mission of the program; interact with survey team; use personal computers and associated software including word processing, spreadsheet, database, and electronic communication applications.

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

Post high school coursework/training in human services or related field AND experience working with individuals who have a developmental or intellectual disability.

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

Some positions in this class may require licensing as a Barber or Beautician.

SPECIAL NOTES:

Incumbents are expected to successfully complete Basic Support class within 120 days and facility training requirements within 6 months of employment

Specific positions in this class are required to obtain Mandt, CPR, and First Aid certification and successfully complete the training necessary to independently support residents in active treatment services.

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.

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Active Treatment Program Specialist

H76463

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

Under limited supervision, performs professional work planning, developing, organizing, conducting, and supervising active treatment activities provided to clients, residents, members, or patients residing in State owned facilities to comply with Title XIX. These services include, but are not limited to: day services, wellness, community integration, recreational services and vocational services. Incumbent provides leadership, trains, and guides direct care staff and para-professional staff in carrying out active treatment activities; performs related work as assigned.

This class is the third level in the series of five (Aide, Assistant, Specialist, Supervisor, and Manager). Incumbents are responsible for creating active treatment activities to carry out the program written by the Qualified Developmental Disability Professional (QDDP) and documented in the Individual Program Plan (IPP). The focus is designed to achieve client, patient, or member community integration and on utilizing community resources first and filling in with campus resources.

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.)

Plans, develops, organizes, conducts, and supervises active treatment activities.

Provide personal care to clients, residents, members, or patients such as repositioning, feeding, dressing/changing, and toileting.

Writes informal activity curriculum, based on IPP, to carry out the individual's program that ensures meaningful activities.

Expands the individual's knowledge, through active treatment activities, to gain a job or participate in activities, preferably in the community.

Creates active treatment activity schedules for each individual.

Develops learning opportunities in multiple settings, beginning in the community.

Maintains working knowledge of IPP for consistency of habilitation.

Conducts situational and individual assessments through observation, record review, and interview to evaluate level of functioning which reflects social needs, abilities, and interests for participation in therapies, training, or activities.

Collaborates with all team disciplines to meet goal of developing independence for individuals served.

Reviews vocational and recreational assessments annually, or more frequently as needed, to ensure they reflect current status.

Conducts research on best practices for curriculum development.

May attend and participate in treatment team meetings.

Compiles progress reports and input for presentation to team.

Records data on individuals served.

Analyzes and monitors collected data to modify active treatment activities in support of formal habilitation programs.

Provides leadership and training to staff and individuals served in carrying out active treatment activities.

Transports clients, residents, members, or patients to and from active treatment activities.

Oversees use and care of area, equipment and supplies used for activities.

Requisitions materials for training.

[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; applicable state, federal and Medicaid standards, policies and procedures; developmental disability and/or mental health service delivery systems; the aspects of intellectual or other developmental disabilities and/or mental illness and their associated behaviors; emotional/behavioral disorders; the principles and practices of active treatment concepts; modern behavior modification principles and practices; behavioral intervention/management principles, processes and/or procedures; behavioral assessment techniques; individual rights and needs; principles and methods for curriculum and training design; problem solving and planning techniques; research design and statistics; quality improvement principles; Title XIX regulations specific to the Active Treatment Program.

Skill in: interpreting individual program plans; listening and understanding; problem solving; fostering and maintaining interpersonal relationships; time management and organization of work; crisis intervention; communicating information so others will understand; performing follow-up activities; coaching and training staff and clients served; observing, documenting, and evaluating active treatment services.

Ability to: adapt the program to the changing needs of the field, the community, and the clients, residents, members, or patients; obtain and maintain resident, member, or patient interest and participation in activities; document and maintain records and compile reports; establish, foster and maintain effective working relationships with community partners, parents, guardians, and/or family of individuals served; instruct staff, clients, residents, members, or patients how to perform activities; 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; interact with survey team; use personal computers and associated software including word processing, spreadsheet, database, presentation, and electronic communication applications.

[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 or related field AND experience working with individuals who have a developmental or intellectual disability. Equivalent education and/or experience may substitute for the educational requirement on a year-for-year basis.

SPECIAL NOTES:

Incumbents are expected to successfully complete Basic Support class within 120 days and facility training requirements within 6 months of employment

Specific positions in this class are required to obtain Mandt, CPR, and First Aid certification and successfully complete the training necessary to independently support residents in active treatment services.

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.

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Active Treatment Program Supervisor

V76464

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

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.

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.

Provide personal care to clients, residents, members, or patients such as repositioning, feeding, dressing/changing, and toileting.

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.

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

Knowledge of: instructional procedures and techniques, mediation and conflict resolution; supervisory principles and practices; 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; applicable state, federal and Medicaid standards, policies and procedures; developmental disability and/or mental health service delivery systems; the aspects of intellectual or other developmental disabilities and/or mental illness and their associated behaviors; emotional/behavioral disorders; the principles and practices of active treatment concepts; modern behavior modification principles and practices; behavioral intervention/management principles, processes and/or procedures; behavioral assessment techniques; individual rights and needs; principles and methods for curriculum and training design; problem solving and planning techniques; research design and statistics; quality improvement principles; Title XIX regulations specific to the Active Treatment Program.

Skill in: leading a team; interpreting individual program plans; listening and understanding; problem solving; fostering and maintaining interpersonal relationships; time management and organization of work; crisis intervention; communicating information so others will understand; performing follow-up activities; coaching and training staff and clients served; observing, documenting, and evaluating active treatment services.

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. Adapt the program to the changing needs of the field, the community, and the individuals; obtain and maintain individual interest and participation in activities; document and maintain records and compile reports; establish, foster and maintain effective working relationships with community partners, parents, guardians, and/or family of individuals served; instruct staff, clients, residents, members, or patients how to perform activities; 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; interact with survey team; use personal computers and associated software including word processing, spreadsheet, database, presentation, and electronic communication applications.

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, 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.

SPECIAL NOTES:

Incumbents are expected to successfully complete Basic Support class within 120 days and facility training requirements within 6 months of employment

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.

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Active Treatment Program Manager

V76465

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

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.

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.

Provide personal care to clients, residents, members, or patients such as repositioning, feeding, dressing/changing, and toileting.

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.

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 ensure 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 NOTES:

Incumbents are expected to successfully complete Basic Support class within 120 days and facility training requirements within 6 months of employment

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.

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SPECIAL NOTES APPLICABLE TO ALL LEVELS:

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).

Established: 06/2009

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Examples of Work and Special Notes on all classes within series; Knowledge Skills and Abilities Required to Supervisor level.	Added Example of Work and updated Special Notes on all classes within series; Added Knowledge Skills and Abilities Required to Supervisor level.	3/15/2023