

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38307
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	05	Grade:	15
Workers Comp Code:	8835		

Job Code Established:	01/03/87	Effective Date:	
Job Code Revised:	01/01/97	Effective Date:	

JOB CODE SERIES: Mental Social Development Services Series

JOB CODE TITLE: HABILITATION SUPERVISOR I

HRIS TITLE: HAB SPV I

CHARACTERISTICS OF THE CLASS: Reports to a Habilitation Services Supervisor; independently performs assigned duties. Authority decisions regarding clients' recreation funds, social activities, health, safety and staffing. Supervises a staff of habilitation technicians on a shift; assists in the development and implementation of individualized skill training and evaluation; assures that policies and procedures are followed; serves as a role model for line staff; provides and assesses staffing training. Quality care and training provided clients to increase independence; staff trained and performing with a high degree of competency; applicable laws, standards and philosophy established by agency are implemented and monitored. Responsible for the health, safety and confidentiality of client records; quality of work products; ensuring adequate staff levels.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Supervises the daily operations of a subordinate staff; schedules work hours and assignments. Reviews and evaluates quality of services provided by staff. Attends individual program plans meetings; participates in discussions and coordinates plans. Conducts and participates in in-services training and staff development for vendors in community group homes and at facility. Monitors developmentally disabled clients anticonvulsant and psychotropic medication results. Resolves problems and questions presented by vendors or agency staff regarding work processes, policies, organization or health care and training methods. Ensures environmental and safety standards are met. Participates in the client's behavioral modification programs to facilitate social acceptance. Teaches transitional living skills (personal hygiene, home maintenance, utilization of public transportation to clients, etc.). Confers with and advises team leaders of various disciplines, ongoing treatment or program plans. Ensures recommendations from various health clinics for clients are implemented. Monitored client files and programs for compliance with accreditation council for mentally retarded developmental disabled standards. Counsels staff regarding work roles and responsibilities; quality control of the work. Functions as a liaison between subcontractors and workshop members. Performs related work as required.

WORK CONDITIONS: Some hazards exist in working with developmentally disabled clients; may be required to lift over sixty pounds.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: specialized techniques to serve multiple-handicapped clients; supervisory techniques and problem solving; the Individual Program Plan process; behavior modification theories and principles; community resources available to developmentally disabled clients; applicable district and State policies; standards established by Accreditation Council for Mentally Retarded/Developmentally Disabled (MR/DD).

Skill/Ability to: develop teaching strategies; design and implement vocational training programs; provide work leadership and staff supervision; manage a group facility; coordinate and monitor the implementation of prescribed therapeutic routines; collect data for client program planning; write client program goals and objectives.

SPECIAL SELECTION FACTORS: Requires possession of and ability to maintain a current, valid Arizona drivers license appropriate to the assignment.