

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV38308</b>
<b>Job Class Code:</b>	<b>770</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>05</b>	<b>Grade:</b>	<b>17</b>
<b>Workers Comp Code:</b>	<b>8835</b>		

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

**JOB CODE SERIES:** Mental/Social Development Services Series

**JOB CODE TITLE:** HABILITATION SUPERVISOR II

**HRIS TITLE:** HAB SPV II

**CHARACTERISTICS OF THE CLASS:** Reports to a Habilitation Services Supervisor, exercises independent judgment within established guidelines. Authority to make decisions concerning all aspects of staffing activity; develop group home operating procedures; authorize emergency second level behavior programs. Supervises residential or group homes services, monitoring the physical operation and client programs for compliance; coordinates community and vendor programs for effectiveness; reviews, monitors, controls expenditures of work unit and client funds; schedules staff and work shift assignments. Clients' programmatic needs met; Individual Program Plans reviewed, comparatively updated; adequately trained staff and staff ratio met; compliance with operational expenditures; direct/indirect contact made with families, legal guardians of clients. Responsible for the coordination, development and monitoring of Individual Program Plans; responsible for forming a network with other service areas to maximize resources for clients; effectiveness of work unit.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. Supervises a multi-shift staff in carrying out tasks requiring considerable judgment or creative effort. Examines and reviews staffing patterns, interviews, selects and assigns staff according to competency and experience. Attends individual program plans meetings; participates in discussions and coordinates plans with other staff. Resolves problems and questions presented by vendors or agency staff regarding work processes, policies, organization or health care methods. Visits and inspects residential and/or group living environments; instructs and counsels shift supervisors/staff members to assure services conform to individual program plans. Monitors and controls expenditures from the budget; assures that expenditures do not exceed funds available. Conducts and participates in in-service training and staff development for vendors in community/group homes and division staff. Instructs and counsels a subordinate staff in assessment and evaluation of patient behavior crises and body manipulation for intervention. Attends interdisciplinary team leader meetings, task forces or ad hoc or advisory groups affecting the work system, goals and objectives. Monitors developmentally disabled patients anticonvulsant and psychotropic medication results. Instructs, guides and counsels subordinate-level workers in detecting and correcting safety hazards. Ensures environment and safety standards are met. Coordinates emergencies and acts as the liaison involving community concerns. 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:** theories of teaching daily living skills and expectancies; theories and techniques of work leadership and management; budgetary processes, procedures for and purchasing restrictions; behavior modification principles; methods, procedures and techniques used in developing Individual Program

Plans for clients; standards established by the Accreditation Council for Mentally Retarded/Developmentally Disabled (MR/DD); organizing; staffing; recordkeeping.

**Skill/Ability to:** coordinating the Individual Program Plans and the implementation; program coordination with vendor agencies; writing and evaluation; organizing, staffing and record keeping; projecting costs for annual expenditures; interpersonal relations as applied to community agency representative contacts; coordinate the implementation of Individual Program Plans; coordinate program with contracted agencies; write program evaluations; project costs for annual expenditures; establish and maintain work relationships with community agency representative contacts; maintain records.

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