

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV38314
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	01	Grade:	20
Workers Comp Code:	8833		

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

JOB CODE SERIES: Habilitation Residential Service Manager Series

JOB CODE TITLE: HABILITATION RESIDENTIAL SERVICE MANAGER

HRIS TITLE: HAB RESIDENTIAL SVC MGR

CHARACTERISTICS OF THE CLASS: Reports to a Habilitation Service Program Manager II. Authority to develop, negotiate, implement and monitor consultant contracts; to represent the district on statewide task forces. Plans, organizes and manages a major section of residential services for developmentally disabled persons; provides therapeutic treatment, psychological assessments and evaluations through a professional staff. Directs long and short term development of goals and objectives; coordinates the identification of specific service needs; monitors programmatic issues, evaluates residential services and settings; participates in budget development and control. Functioning program services implemented and evaluated in compliance with statutes and regulations; policy interpretation; contracts and grants implemented; budgets developed and justification submitted; program expenditures approved; staff trained in residential programmatic issues.

RESPONSIBILITY FOR: the development and implementation of strategies, goals, objectives and procedures pertaining to the district residential operations; for the distribution and tracking of resources.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Directs, instructs and counsels subordinate staff who are supervisors and professionals carrying out tasks requiring considerable judgment or creative effort. Implements and tracks area objectives, monitors compliance with contracts, regulations, litigation settlement and accreditation council standards. Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods. Examines and analyzes reports, statistical data, correspondence and other material relating to the residential program and clients' progress as a basis for program determinations and plans action. Reads and examines request for purchases and claims for reimbursement, makes decisions on approval or authorization in accordance with approved budget. Plans for better use of personal resources, material and equipment in a large residential operation; examines materials; confers with staff and management; evaluates and makes decisions. Assists in the development of the annual budget request for residential services including equipment items. Writes policy and operating procedures for residential services, subject to state statutes, guideline and regulations. Confers with staff and representative of other sections of the districts in order to agree on decisions. Clarify information and resolve common problems. Participates in the development of an annual plan of program activity, including goals and objectives; studies materials, confers with others involved, participates in final products. Composes correspondence or narratives dealing with subject matter in ways that call for considerable discretion, judgment and negotiation authority. Attends meetings, participates in activities of committees, task forces, ad hoc work or advisory groups closely related to the program operations, goals and objectives. Reads and studies State/Federal regulations, program guidelines and related documents to gain knowledge and understanding of programs managed. Performs related work as required.

WORK CONDITIONS: May be called upon to respond to a situation outside of scheduled hours.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: regulations, practices and philosophies of residential services of the Division; treatment and training strategies for the developmentally disabled population; budget development and fiscal control; the principles, practices and philosophies of public administration; communication techniques for various professional and nonprofessional staff; the standards established by Accreditation Council for the Mentally Retarded/Developmentally Disabled (MR/DD); principles and practices of group dynamics.

Skill/Ability to: plan, organize and manage a program service with a diverse professional staff; make judicious decisions regarding program services; provide leadership in the delivery of program services; assess and evaluate programs and staff training; develop budgets and associated accountability practices; think creatively; apply the principles and practices of group dynamics; communicate verbally and in writing.