

STATE OF ARIZONA JOB CODE SPECIFICATION

| | | | |
|---------------------------|-------------|-------------------------|-----------------|
| FLSA: | EXP | Job Code: | ACV38316 |
| Job Class Code: | 770 | Salary Schedule: | AREG |
| EEO Category: | 02 | Grade: | 19 |
| Workers Comp Code: | 8835 | | |

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

JOB CODE SERIES: Habilitation Services Series

JOB CODE TITLE: HABILITATION SERVICES SUPPORT SUPERVISOR

HRIS TITLE: HAB SVCS SUPP SPV

CHARACTERISTICS OF THE CLASS: Reports to a program or district manager; considerable judgment exercised. Authority to develop and implement client training programs, monitoring standards and interagency working agreements; approve/deny licensure; represent the agency on statewide task forces. Supervises a program support unit for developmentally disabled persons; identifies specific service needs, conducts assessments, reviews requests for proposals and negotiates services; prepares budgets, monitors programmatic issues and contract and licensing standards compliance. Functioning work units; revised/improved operational procedures; coordinated provision of multiple services; policy interpretations; leadership provided subordinate staff; written position papers, program recommendations.

RESPONSIBILITY FOR: supervising and monitoring an operation serving developmentally disabled clients in various programs of the district; for quality and effectiveness of the operation.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Designs, plans, organizes and implements multi-programs, as part of the developmental disabilities services plan. Confers with representative of various community resources agencies, vendors or organizations; makes decisions or authorizations. Assesses service providers and work unit staff training needs through detailed reporting. Analyzes and evaluates work procedures, methods and rules; updates to achieve goals. Develops a budget for projects; analyzes costs, variables, makes recommendations. Researches programmatic and fiscal data for procurement of work/service contracts and grants; makes evaluations and determinations. Reads and interprets state, federal and local codes, laws and regulations in order to prepare reports or utilize in work activities. Reviews and evaluates licensure request documents for foster care and residential facilities; license or relicense vendors in compliance with regulations. Directs, instructs, explains and counsels subordinate staff in carrying out assignments. Reviews and verifies the accuracy of fiscal/programmatic records and timeliness of reports. Confers with personnel of other agencies or discipline to plan and implement joint actions or activities to achieve work system objectives. Lectures to various public/community groups regarding agency programs. Devises a service plan for clients, based on knowledge of client's situation, gained from interviewing and gathering case data. Attends meetings and participates in activities of committees, task forces or ad hoc work or advisory groups closely relating to the work system, goals and objectives. Confers with supervisor, who is a section or district head, concerning work; gives information and advice; receives instruction and guidance. 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: principles and practices of public administration; eligibility requirements for programs administered; State regulations regarding bids, contracts and licensing standards; treatment and training

strategies for the developmentally disabled population; program budgeting and development; the standards established by the Accreditation Council for Mentally Retarded/Developmentally Disabled (MR/DD).

Skill/Ability to: assess and evaluate programs for improvement purposes; develop budgets and associated accountability practices; determine staff and client training needs; interact with and counsel families and clients; establish and maintain work relationships with representatives of the agency and statewide resources.