

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV78518
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	03	Grade:	15
Workers Comp Code:	9410		

Job Code Established:	06/23/00	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Psychology, Mental Health, and Related Series

JOB CODE TITLE: RESIDENTIAL PROGRAM SPECIALIST I

HRIS TITLE: RESIDENTIAL PRG SPCT I

CHARACTERISTICS OF THE CLASS: Works under general supervision, performs assigned duties within established program policies and procedures, exercising some judgment. Acquires knowledge and skills needed for advancement to the journey level. Has the authority to provide care and treatment to residents by assisting residents according to individual treatment plans and unit policy. Performs assigned job tasks in the specialized care, treatment, and security of civilly committed sex offenders at the Arizona Community Protection and Treatment Center (ACPTC). Serves as a team member in specialized therapy programs by facilitating in the development and implementation of treatment/management plans for residents. Assesses needs and prepares progress reports and/or charts findings. Confers with clinical staff in the evaluation, treatment, and management of residents. Conducts inspections of sanitary compliance. Conducts searches of rooms and residents for contraband. Provides resident escort as needed within the institution. Maintains records of work performed by residents involved in the Work Incentive Points Program.

Work product consists of resident motivation/behavior modification; adherence to treatment plans; continuity of care; assessment of residents' needs; completed sanitary and safety inspections; preparation of progress reports/case records. Responsible for performing para-professional counseling and related program assignments in a timely and productive manner; leading residents in therapeutic treatment, educational, and recreational activities; interacting on a one-to-one basis with residents in problem-solving; providing a safe, secure, and therapeutic environment for the residents; preparing and maintaining files and records according to prescribed format.

EXAMPLES OF DUTIES: Maintains a safe and therapeutic work environment; may conduct searches of residents and/or units for contraband; accounts for objects in the unit which may present a danger to residents and others in the unit; ensures safety procedure policies are followed; assists in crisis intervention. Discusses the concerns expressed by residents; listens, offers suggestions, and helps with perception, self-realization or orientation, in accordance with program goals and objectives. Assesses resident needs and prepares progress reports and/or charts finding. Leads residents in therapeutic treatment, educational, and/or recreational activities. Monitors and assesses residents' behavior and addresses potential problems. Escorts residents to designated areas and/or activities within the institution. Coordinates Work Incentives Points Program with residents' treatment plan and maintains work-related records. Receives residents' requests for permission to make personal phone calls, etc. and notifies resident of supervisor's decision. Reads and studies instructional or informational material in order to increase and expand knowledge base for advancement to the journey level. Attends staff meetings; participates in discussions and problem-solving process. Attends in-service training sessions to enhance work methods and program results. Performs related work as required.

WORK CONDITIONS: Shift work is performed at ACPTC, in an area that involves possible exposure to hazardous situations.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: federal, state, and agency laws, rules, regulations, policies, and procedures governing security of the institution; basic principles and practices of rehabilitation; principles of dynamics of human behavior in an institution and the practice of crisis intervention; practices and methods of rehabilitation institutional programs; the principles and practices of residents' work incentive programs; the principles and practices of resident's complaint procedure and due processes; methods and practices of compiling and maintaining case records.

Skill in: interpreting federal, state, and agency laws, rules, regulations, policies, and procedures governing the institution's residents; applying basic principles and practices of rehabilitation; recognizing resident disorientation, aggressiveness, and/or combative behavior and addressing potential problems.

Ability to: coordinate work incentive program and treatment plans; lead therapeutic treatment, educational, and recreational activities; verbally interact on a one-to-one basis with residents to resolve problems; prepare accurate progress reports.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be:

- One year of experience as a Mental Health Program Specialist I; OR
- Two years of experience in the care, treatment, and/or security of clients/residents in an institutional/community setting; OR
- 30 semester hours toward a Bachelor's degree from an accredited college or university in social, behavioral, or related science and one year of experience in the care, treatment, and security of clients/residents in an institutional/community setting; OR
- an Associates' degree from an accredited college or university in social, behavioral, or related science.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: A current Arizona driver's license appropriate to the assignment is required at the time of appointment.

Must pass a psychological evaluation.