

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV78519
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	03	Grade:	17
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 II

HRIS TITLE: RESIDENTIAL PRG SPCT II

CHARACTERISTICS OF THE CLASS: Works under general supervision, performs assigned journey duties within established program policies and procedures. Exercises limited judgment within prescribed program parameters and may provide instruction to and lead activities of lower level staff. Acquires knowledge and skills needed for advancement to the next level. Has the authority to implement treatment plans and programs; provide supervision and instruction to lower level staff. Performs journey level 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. 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. Supervises and instructs lower level staff. Ensures case files and records maintained.

Work product consists of resident motivation/behavior modification; adherence to treatment plans; continuity of care; assessment of residents' needs; completed sanitary and safety inspections; case files and records maintained. Responsible for performing para-professional counseling and related program assignments in a timely and productive manner; leading and monitoring 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; providing lead instruction/activities to lower level staff; ensuring proper preparation and maintenance of files and records.

EXAMPLES OF DUTIES: Maintains a safe and therapeutic work environment; conducts 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; actively motivates residents in program participation; confers with residents' family and other representatives. Monitors and assesses residents' behavior and addresses potential problems; participates as a team member regarding resident treatment plans and problem solving. Leads residents in therapeutic treatment, educational, and/or recreational activities. Plans and implements leisure time activities in accordance with treatment plans. Confers with, and advises, lower level staff on the various disciplines of ongoing treatment status of residents.

May coordinate and direct the activities of assigned staff, schedule and prioritize work activities; provides technical advice and assistance as required. Coordinates resident escort and/or escorts residents to designated sites within the community. Coordinates Work Incentives Points Program with residents' treatment plan and ensures work-related records are properly maintained. Reads and studies instructional or informational material in order to increase and expand knowledge base for advancement to the senior level. Attends staff meetings; participates in discussions and problem-solving process. Attends in-service training sessions and other work-related programs 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 and care and treatment of its residents; 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; principles and practices of residents' work incentive programs; principles and practices of resident's complaint procedure and due processes; basic principles and practices of case and time management, problem-solving, and interpersonal relations; 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 principles and practices of rehabilitation; recognizing resident disorientation, aggressiveness, and/or combative behavior, addressing potential problems, and/or assisting in crisis intervention.

Ability to: coordinate work incentive program and treatment plans; lead therapeutic treatment, educational, and recreational activities, and monitor residents' progress; verbally interact on a one-to-one basis with residents to resolve problems; communicate policies, procedures, and directions to staff, residents, and visitors; prepare accurate progress reports and maintain case files.

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

- One year of experience as a Residential Program Specialist I; OR
- Three years of experience in the care, treatment, and/or security of clients/residents in an institutional/community setting; OR
- 60 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/or security of clients/residents in an institutional/community setting.
- 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.