

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV78520
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	03	Grade:	19
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 III

HRIS TITLE: RESIDENTIAL PRG SPCT III

CHARACTERISTICS OF THE CLASS: Works under general supervision, exercising independent judgment within prescribed program parameters. Has the authority to supervise assigned staff; ensure proper security measures are taken; provide advice and/or assist residents according to individual treatment plans and unit policy; investigate, evaluate, prepare reports, and recommend appropriate action within guidelines for resident program violators and/or detained violators. Performs assigned 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 supervisor over lower level staff OR performs specialized tasks monitoring residents who are employed in the community and/or in school. Ensures a therapeutic team approach in the care, treatment, and security of civilly committed sex offenders. Assigns, instructs, reviews, and evaluates staff and/or provides casework for civilly committed sex offenders in the Less Restrictive Alternative Program.

Work product consists of completed work schedules for lower level staff; unit security maintained at appropriate levels; documented resident care and progress; resident behavior modification/motivation; treatment plans reviewed and followed; continuity of care; accurate records, charts, and/or case history documentation. Responsible for Supervising activities of assigned staff, prioritizing and scheduling assignments for lower level staff; creating a safe and therapeutic environment for residents; and/or ensuring resident compliance with laws, policies, and procedures governing the program.

EXAMPLES OF DUTIES: Supervises activities of assigned staff; schedules and prioritizes work activities; provides technical advice and assistance; or performs specialized tasks monitoring residents employed in the community and/or in school. Ensures a safe, orderly, and therapeutic environment. Conducts periodic inspections of unit to ensure work areas are safe, secure, and sanitary. Discusses one-on-one, the availability of community resources and/or current program situation with resident; listens, offers suggestions, and helps resident with perception, self-realization, or orientation, in accordance with program goals and objectives. Monitors and assesses proper administration of care and treatment policies and procedures by staff. Monitors residents' documented history and assesses needs or progress; makes recommendations. Provides technical assistance to community representatives in resolving program problems and/or questions. Visits work sites and/or schools to ensure that all program agreements are in place and residents are performing, as required.

Attends and contributes as an active member of interdisciplinary team. Confers with, and advises, lower level staff on the various disciplines of ongoing treatment of residents. Coordinates residents' treatment plans with therapeutic team; provides input and casework information to assist in developing/modifying treatment plan. Researches and prepares various correspondence in accordance with program requirements. Chairs staff meetings; guides discussions; resolves issues. Confers with family members of residents. Attends staffing meetings; participates in discussions and problem-solving processes. May testify in court and/or administrative hearings. Performs related work as required.

WORK CONDITIONS: Work is performed at ACPTC in an area that involves possible exposure to hazardous situations. Some positions require local travel with occasional out-of-state trips.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: federal, state and agency laws, rules, regulations, policies, and procedures governing civil commitment of sex offenders, security of the institution, and criminal, civil court, and administrative hearing processes; principles, practices, and techniques of management, leadership, and public relations; principles and practices of rehabilitation; principles of dynamics of human behavior in an institution and the practice of crisis intervention; the rationale of methods, procedures, and techniques used in developing individual treatment plans; the principles and practices of interviewing and evaluating; operating vehicles to transport residents; methods and practices of compiling and maintaining case records.

Skill in: interpreting and applying federal, state, and agency laws, rules, regulations, policies, and procedures governing the institution's residents; management and leadership techniques; establishing and maintaining proper working relations between residents and community members; applying resident behavior modification and motivational techniques and in crisis intervention; verbal and written communication.

Ability to: coordinate program activities in accordance with established treatment plans; be a role-model for staff and residents; conduct searches, investigations, and surveillance; operate a vehicle to transport residents; research and prepare history/progress reports on residents.

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

- One year of experience as a Residential Program Specialist II; OR
- Four years of experience in the care, treatment, and/or security of clients/residents in an institutional/community setting; OR
- 90 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.
- Required experience must include one year as supervisor or lead worker for supervisory positions.
- 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.