

GROUP SUPERVISOR ASSISTANT

KIND OF WORK

Professional and supervisory resident care and treatment work with individuals or groups in state welfare institutions.

NATURE AND PURPOSE

Employees in this class are responsible for supervision over treatment staff and lead workers and perform professional assignments in the implementation of individualized treatment plans for the aged, adolescent, mentally ill, mentally retarded, chemically dependent or physically handicapped within a state welfare residential care facility. At this level, the primary purpose of the job is to ensure effective delivery of treatment to a group of residents in order to reduce resident dependency.

This class is differentiated from the Human Services classes by the exercise of final supervisory authority over other staff and significant impact on the establishment and delivery of treatment programs which require professional level training and background.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervisory Responsibilities:

Ensures that an appropriate number and type of resident care staff are scheduled and approves final staff assignments.

Interviews and effectively recommends final selection of resident care staff.

Approves use of paid or unpaid leave requests from staff.

Ensures that position descriptions, standards of performance, and individual development plans exist for resident care staff and that formal performance appraisals occur.

Develops and participates in conducting formal in-service training sessions for staff.

Resolves first-step grievances on behalf of management.

Disciplines employees when necessary, taking final action after discussion with supervisor in suspension or dismissal.

Treatment Responsibilities:

Coordinates and chairs the activities of the interdisciplinary treatment team.

Ensures effective staff implementation of treatment plans and methods.

Establishes and monitors data collection programs and procedures.

Discusses and reviews treatment plans and progress with residents' families, other governmental agencies and community agencies.

General Administrative Responsibilities:

Develops and communicates operating policies and procedures for resident care staff.

Confers with administrators and supervisors and participates in formulation of general care and treatment policies.

Based on staff needs, ascertains necessary supplies and equipment and recommends expenditures.

Ensures that necessary reports are completed, submitted, and reviewed.

Ensures that necessary space and building maintenance services exist.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of the care and treatment of mentally ill, mentally retarded, emotionally disturbed, chemically dependent, adolescent or geriatric residents.

Considerable knowledge of modern concepts in human growth and development and group dynamics.

Considerable knowledge of deviant behavior and abnormal psychology.

Considerable knowledge of department, federal, and hospital policies and standards.

Working knowledge of the organization and operations of the State's residential care facilities.

Considerable knowledge in the management of human behavior.

Ability to:

Exercise supervision over paraprofessional and lead work staff.

Implement administrative policies and procedures and coordinate interdisciplinary team meetings.

Prepare and conduct formal training sessions for staff.

Establish and maintain working relationships with professional staffs, residents, families and staff of other agencies.

Prepare complex and professional reports and to communicate effectively.

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Former Title(s):