

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Direct Support Professional Supervisor II

Class Code: 50592
Pay Grade: GH

A. Purpose:

Supervises, evaluates, and provides training to staff assigned to a specific module to ensure programming and treatment plans and the appropriate services are provided to individuals with developmental disabilities.

B. Distinguishing Feature:

The Direct Support Professional Supervisor II provides appropriate supervision and oversight of interventions, supervises and directs professionals, and implements in-service training.

The Qualified Mental Retardation Professional (QMRP) is located at a state residential facility serving individuals with developmental disabilities and is assigned a primary responsibility to develop, coordinate, and monitor all aspects of active treatment provided to each assigned individual.

The Developmental Disability Program Supervisor provides appropriate supervision and oversight of programs, supervises personnel, implements in-service training, and assists in developing the budget for their assigned program to ensure safe and adequate services.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Supervises subordinate staff to ensure that the objectives of the work unit are met.
 - a. Provides positive feedback, corrective training, and work direction.
 - b. Approves leave requests.
 - c. Addresses staff problems and recommends disciplinary actions.
 - d. Ensures appropriate staffing levels at all times.
 - e. Conducts performance reviews and completes performance documents.
 - f. Ensures adherence to the procedures, guidelines, and policies of the facility.
2. Supervises the implementation of treatment plans to ensure adherence to the procedures, guidelines, and policies of the facility.
 - a. Monitors compliance with safety codes and Title XIX requirements.
 - b. Maintains documentation required by agency policy and applicable accrediting and licensing bodies.
 - c. Prepares related reports and documentation as required by facility policy, the state and federal regulations.
3. Identifies the need for new furniture, equipment, and supplies in the cottage/modules to provide a healthy living environment.
 - a. Initiates requisitions for supplies and program materials.
 - b. Recommends or requests items to be included in the annual budget request.
4. Plans and coordinates work projects and/or extracurricular activities to ensure the individuals attain a healthy living environment.

- a. Documents and relays any medical or behavioral needs.
- b. Transports individuals to locations and accompanies them to appointments as necessary.
- c. Schedules staff to provide adequate coverage for activities.
- d. Participates in shift change-over meetings to ensure all activities and issues are communicated.

5. Performs other work as assigned.

D. Reporting Relationships:

Typically supervises Direct Support Professional I and II's.

E. Challenges and Problems:

Challenges include supervising subordinate staff and ensuring proper compliance with approved procedures and treatment plans, and managing inappropriate or inadequate job performance.

Typical problems include maintaining adequate staffing levels and developing methods to motivate subordinate staff.

F. Decision-making Authority:

Decisions include staff work schedules, staff training, and any disciplinary concerns.

Decisions referred include requisitions for major supplies and equipment, approving programming goals and substantial changes in an individual's treatment plan, medical and health issues, and final hiring decisions.

G. Contact with Others:

Daily contact with individuals and subordinate staff to provide immediate positive feedback or corrective feedback and ensure that staff is appropriately implementing treatment techniques.

H. Working Conditions:

These positions are required to work on the cottages/modules with developmentally disabled individuals who sometimes exhibit violent behaviors. Incumbents may also be required to lift individuals from beds to chairs and position individuals.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the needs of the developmentally disabled population;
- policies and procedures at a facility for developmentally disabled;
- effective methods of supervision;
- behavior management techniques;
- CPR and First Aid;
- Crisis Prevention Intervention techniques.

Ability to:

- supervise;

- organize and meet timelines;
- exercise discretion and judgement and make sound decisions under pressure;
- monitor, utilize, and evaluate the service delivery system;
- communicate sufficiently to explain treatment plans to staff.