

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Developmental Disability Program
Supervisor**

**Class Code: 50594
Pay Grade: GJ**

A. Purpose:

Supervises 24-hour patient care services for one or more patient care units within an institution serving individuals with developmental disabilities to ensure program services are provided in compliance with regulations and policies.

B. Distinguishing Feature:

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. The Module Supervisor provides appropriate supervision and oversight of interventions, supervises and directs technicians, and implements in-service training.

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. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary action.
 - e. Conducts performance appraisals and completes performance documents.
2. Assists in budget development plans and authorizes unit and department expenditures to maintain a safe and adequately supplied living and training environment for assigned individuals which meets facility, state, and federal life safety codes.
 - a. Ensures Title XIX requirements are maintained in the facility.
 - b. Approves expenditures from individuals personal account.
3. Develops, implements, or presents initial and on-going in-service training to provide for the professional development of unit and department staff.
4. Develops and revises program, unit, department, and institution policies and procedures to ensure the continued delivery of quality services to individuals.
5. Performs other work as assigned.

D. Reporting Relationships:

Typically supervises Developmental Disability Program Planners, Industrial Workshop Managers, Developmental Disability Technician III's, Therapeutic Recreation Specialists, and Qualified Mental Retardation Professionals (QMRP). Typically reports to the Program Manager.

E. Challenges and Problems:

Challenges include coordinating the needed services for individuals within budgetary restraints; determining effective programming techniques for the developmentally disabled which is difficult due to limited availability of resources and information for that individual population; ensuring that the program training and living environments are safe and stimulating and meet rules and regulations; and ensuring the development and implementation of the most appropriate and least restrictive plan of individual training and care meets the changing federal, state, and institution guidelines.

Problems facing the incumbent include dealing with personnel related problems with a variety of professional staff, staffing problems due to illness or vacations, increased care needs, training staff due to a new procedure, and improving patient care and documentation.

F. Decision-making Authority:

Decisions include assignment of work to personnel; hiring and disciplinary actions; approving leave; determining in-service training requirements and/or content and approval of work schedules for assigned modules; approving and authorizing expenditures for program supplies and maintenance; program materials and supplies and individual personal accounts; determining if Individual Education Plans (IEP) meet institution, state, and federal guidelines and giving final approval for the IEP implementation; determining appropriateness of training techniques for identified programming needs of assigned individuals; determining policies and procedures for program staff regarding activities of daily living of assigned individuals.

Decisions referred include final approval of disciplinary actions, final budget approval, staff assignments, and revising or updating policies that directly affect the entire unit or department, medical care needs, and major expenditures.

G. Contact with Others:

Daily contact with the program manager and human resource department regarding consultation of hires or disciplinary action and policy interpretation; biweekly contact with various ancillary staff regarding services needed for assigned individuals; and weekly contact with the business office regarding expenditures for assigned programs as well as expenditures for assigned individuals.

H. Working Conditions:

When not in a typical office environment works with assigned individuals who may be aggressive and assaultive, delivering services and care as well as all areas where subordinates carry out their duties.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the needs of developmentally disabled individuals;
- basic health care;
- methods and techniques used in the training of developmentally disabled population;
- the capacities and limitations of each functioning level of developmentally disabled;
- techniques of planning;
- effective methods of supervision;
- behavior management.

Ability to:

- supervise;
- coordinate and evaluate plans;
- recognize and properly react to atypical behavior;
- help individuals achieve self-help skills, behaviors, and manners commensurate with their capabilities;
- relate with developmentally disabled population and serve as a role model in demonstrating appropriate behaviors;
- follow instructions, keep records, and prepare narrative and numerical reports;
- instruct staff in the theory, practices, and procedures of treatment of developmentally disabled individuals.