

CLASS TITLE:

COTTAGE MANAGER

Class Code: 02560500

Pay Grade: 31A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the implementation of a program of a rehabilitative nature in a treatment/care unit (cottage or cottages) of a correctional facility for youths and to coordinate the non-medical aspects of tasks performed by an interdisciplinary team of clinical and supervisory staff. To assist in the implementation of the institution's program designed to develop social capabilities for youth to promote their rehabilitation through group interrelationships.

SUPERVISION RECEIVED: Works under the direct supervision of the Superintendent with considerable latitude for the exercise of independent judgement and initiative; work is reviewed upon completion through conferences and periodic reports for conformance to established laws, policies, objectives, rules and regulations of the Rhode Island Training School.

SUPERVISION EXERCISED: Exercises supervisory authority over all aspects of tasks associated with the planning, direction, coordination, and treatment of and in interdisciplinary staff assigned within each cottage. Directs and reviews work of subordinates actively engaged in these tasks.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To apply sociological and psychological treatment techniques applicable to individual counseling, casework, and group therapy as required to assist an individual in overcoming social and emotional problems within a correctional facility.

To participate in diagnostic and technical conferences including consultation with a psychiatrist in order to develop plans for individuals and groups.

To cooperate with other agencies (governmental such as Child Welfare Services and Behavioral Health, Developmental Disabilities and Hospitals and private such as group homes) for the purpose of developing comprehensive plans for the rehabilitation of individual youths.

To meet with school officials, parents, and others to discuss problems relating to behavior, care, and custody.

To coordinate all tasks associated with cottage life.

To assist in searches and to conduct inspections of cottage(s).

To assist in direct supervision of youth.

To maintain and prepare records and reports as required.

To plan, supervise, and review the work of all members of an interdisciplinary team engaged in cottage life activity.

To conduct training sessions and teaching conferences.

To review the work of all members of staff in disciplinary actions and to make recommendations to the superintendent.

To determine staff requirements for cottage and prepare work schedules and make assignments.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of clinical practice, with a working knowledge of the various disciplines constituting the treatment team, i.e. psychiatry, psychology, social work, care and custody. The ability to plan, coordinate, organize, evaluate, and oversee the security and treatment aspects of professional, paraprofessional, technical, and supportive staff. Familiarity with

current principles and practices in the juvenile justice system. Knowledge of, and the ability to deploy community resources to encourage community participation and support of rehabilitative efforts. The ability to establish and maintain effective working relationships with superiors, associates, and subordinates; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Master's Degree from an accredited college or university with a concentration of studies in psychology, social work, criminal justice, sociology, counseling, social services, or a closely related field; and

Experience: Such as may have been gained through: A minimum of experience in a professional position demanding clinical practice as well as administrative functions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: August 28, 1977

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