

CLASS TITLE: HABILITATIVE SERVICES MANAGER

Class Code: 02804500
Pay Grade: 32A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize, supervise and review the work of professional and technical staff engaged in providing habilitative services and programs for the developmentally disabled in both institutional and community-based settings; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of initiative and independent judgement; work is reviewed upon completion through conferences and reports for conformance to established policies, objectives, rules and regulations.

SUPERVISION EXERCISED: Plans, coordinates, organizes, supervises and evaluates the work of a professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize, supervise and review the work of professional and technical staff engaged in providing habilitative services and programs for the developmentally disabled in both institutional and community-based settings.

To be responsible for planning, developing and implementing methods and programs of training and habilitation for developmentally disabled clients.

Within a group setting, to plan, develop and implement habilitative and recreational programs designed to return developmentally disabled clients to the community.

To establish and maintain a program to protect the health and general welfare of the clients.

To be responsible for coordinating and directing the work of interdisciplinary teams, and to participate with said teams in assessing the level of development reached by each client and to plan future programs for each individual in conjunction with that assessment.

To be responsible for training subordinate staff in order to insure compliance with pertinent statutes, guidelines and regulations dealing with the care and treatment of the developmentally disabled in institutional and community-based settings.

To coordinate all residential and program services.

To be responsible for establishing and maintaining a sound program of public relations with all agencies and groups, both public and private, which are in a position to aid in the education and habilitation of developmentally disabled clients.

To contribute to the preparation of the annual budget for the programs and services provided in the assigned area of activity.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques involved in providing development, education, training and habilitation to developmentally disabled clients; the ability to apply such knowledge in the administration, coordination, and supervision of such services in both institutional and community-based settings; a thorough knowledge of individual emotional, behavioral and environmental patterns affecting the developmentally disabled and the ability to apply such knowledge in planning, developing and implementing various

educational and habilitative programs leading to the complete development and fulfillment of the individual either for institutional living or return to the community; a thorough knowledge of community resources for the developmentally disabled and the ability to use such knowledge effectively in coordinating institutional services with those available in the community for the benefit of the developmentally disabled; the ability to plan, organize, coordinate, supervise, and evaluate the work of a professional and technical staff engaged in providing such services to the developmentally disabled; the ability to establish and maintain a sound program of public relations within the community involving the needs and problems of the developmentally disabled and to encourage community participation to meet such needs and problems cooperatively; the ability to establish and maintain effective working relationships with superiors and associates, the community and public, and other public and private agencies; 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 institution of higher education in a human service field; and

Experience: Such as may have been gained through: employment in a supervisory capacity in a human service program providing a variety of services with a developmentally disabled population.

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

Class Created: December 11, 1983

Editorial Review: 3/15/03