

GROUP SUPERVISOR

KIND OF WORK

Professional direction, evaluation and supervision of residential treatment programs and/or structured educational programs in state welfare institutions.

NATURE AND PURPOSE

Employees in this class are responsible for supervision of Assistant Group Supervisor, other first level supervisors and/or other professional level treatment staff and supervise work assignments in the development, direction, evaluation and implementation of unit and 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 position is to direct, design and organize program service delivery systems to a residential treatment unit or structured educational program for specific client groups. This class is differentiated from the Assistant Group Supervisor and other first level supervisory classes by the exercise of final supervision authority over these classes of positions, by effectively recommending unit budget needs and by providing professional direction for program development and implementation. Incumbents of this class report to an Institutions Programs Coordinator or comparable class or another higher level supervisory position.

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:

Directs the allocation and effective utilization of available human resources for the treatment unit.

Approves the selection of treatment unit supervisory and program staff.

Meets the supervisory requirements of M.S. 179.63, subd. 9.

Determines the direction and scope of treatment unit staff development activity.

Approves requests for staff training and travel.

Develops curriculum and/or conduct staff development programs.

May resolve first and second step grievance on behalf of management.

Ensures that position descriptions, standards of performance and individual developmental plans exist for first level supervisory and/or other professional level staff.

Ensures that formal performance appraisals are conducted in accordance with departmental policy.

Program Responsibilities:

Develops treatment unit program delivery systems.

Ensures that program plans are developed, implemented, monitored, and evaluated.

Ensures that data collection systems and records/reporting formats are designed and implemented.

Develops and ensures that appropriate methodological approaches are utilized.

Solicits input and represents the facility to consumer groups.

Administrative Responsibilities:

Ensures that treatment unit licensure standards are maintained.

Secures and coordinates the delivery of appropriate professional service.

Effectively recommends budget needs:

- a. Human resources and allocation
- b. Supplies and equipment
- c. Travel and training

Ensures the design and development of the treatment unit organizational structure.

Develops and maintains an effective treatment unit communications system.

Effectively recommends policy and procedure changes.

Effectively recommends the development/maintenance of physical living space.

Develops strategies to receive operational problems.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of the care and treatment of the disability group to which the position is assigned.

Thorough knowledge of the policies and philosophics of the Department of Public Welfare and the institution.

Thorough knowledge of principles and ethical standards of modern rehabilitation therapies and disability treatment techniques.

Thorough knowledge of organizational behavior and administration.

Thorough knowledge of the impact of therapeutic milieu on physical and psychological growth.

Thorough knowledge of the purpose, policies and programs of residential facilities, their operation and administration.

Thorough knowledge of the management of human resources.

Considerable knowledge of the laws, regulations and policies relating to disability groups.

Considerable knowledge of documentation and record-keeping systems.

Working knowledge of the laws, regulations and policies relating to social welfare.

Working knowledge of resource agencies.

Ability to:

Establish and maintain effective working relationships with staff, agency representatives, parents and the public.

Analyze, evaluate and solve problems.

Make decisions and implement organizationally.

Effectively implement planned change through both line and staff relationships at the Department Head level.

Est.: 9/9/58 T.C.:
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Former Title(s):