

CLASS SPECIFICATION FOR
MH/DS Senior Community Support Supervisor

GENERAL STATEMENT OF DUTIES: Supervises programmatic activities of a large multi-unit program serving the mentally retarded or chronically mentally ill; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves supervising all functions of a large multi-unit residential, vocational or developmental program for the mentally retarded or the chronically mentally ill. This class is distinguished by its supervision over a multi-unit program and staff, responsibility for a facility, and management of program revenue. This class supervises Residential Counselors, Case Managers, Training Specialists and Training Assistants. The incumbent works independently while receiving general supervision from an MH/DS Program Manager.

EXAMPLES OF WORK (illustrative only):

- Supervises the facility that houses the program and reports maintenance problems;
- Coordinates daily fiscal management of program, to include client payroll, program fees and petty cash;
- Provides programmatic supervision to a large staff;
- May supervise students or volunteers;
- Develops, implements, and monitors program plans;
- Conducts short-term planning and assists in long-range planning;
- May assist in developing written procedures to provide guidance to staff;
- Counsels families regarding support of clients' programming and progress;
- May accompany clients on outings and to various other activities;
- Conducts training activities for clients;
- Conducts staff meetings;
- Ensures program compliance with applicable State and federal standards;
- Evaluates performance of staff;
- Conducts in-service training activities for staff;
- Supervises case management services provided by staff;
- May provide case management services;
- May supervise contract work and production activities;
- Expands own knowledge by such means as academic study, independent reading and attending outside conferences, workshops and seminars;
- Provides on-call support to on-duty staff;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles of mental retardation or chronic mental illness as applicable to the assigned program; knowledge of normal and abnormal psychology and family and group dynamics; good knowledge of administration and personnel supervision; ability to effectively supervise a multi-unit program; ability to work independently and make independent judgments; ability to effect and maintain good working relationships with clients, family, the public, and professionals in the field.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in a behavioral science or a related field and three (3) years of professional experience working with the mentally retarded or chronically mentally ill; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.