

Position Code: 8200	FLSA Status: Exempt
Pay Code: 2	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff, and vocational and day services for mentally retarded adults. The class is responsible for staff supervision, program planning, training, policy, budget, contracts, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Supervises and directs staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Plans and organizes activities/programs for area of responsibility; develops and implements long range plans and programs.
- Develops and presents budgets for vocational services; monitors and approves expenditures to ensure compliance with budgets.
- Procures, negotiates, and manages business and government contract work; ensures compliance with deadlines and quality standards.
- Proposes operational and policy changes to supervisor and Board of Directors as needed.
- Develops, implements, and monitors outcome measures relating to Continuous Quality Improvement in services, organization and staff development, and fiscal management.
- Maintains record system for assigned area; processes daily paperwork including reports, memos, requisitions, and personnel information.
- Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- Attends or conducts staff meetings to exchange information; meets with consumers/families to problem solve and negotiate individual service changes.
- Enforce program policies and procedures in order to provide effective program and services that comply with federal, state and local guidelines and regulations.
- Participate in at least monthly supervision to review job performance and adherence to corporate compliance and HIPAA expectations.
- Implement corrective action through written feedback or any further development that arises through the process of supervision.
- Report any deviations from documentation, billing, and other agency standards made by themselves or others to their supervisor and the corporate compliance officer.
- Inform new job interviewees of Corporate Compliance and HIPAA requirements.
- Direct staff to attend or complete required compliance training.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

Reasoning Requirements	Performs work involving the application of principles of logical thinking and medical, legal, administrative, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic construction; may use algebraic solutions of equations and inequalities, descriptive statistics, or mathematical classifications or schemes.
Language Requirements	Reads scientific and technical journals, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
Mental Requirements	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a medical, fiscal, legal, managerial, or scientific nature, and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires master’s degree in special education, psychology, or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of four years of related, full-time equivalent experience.
Special Certifications and Licenses	None required.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.