



## **SUPERVISOR**

### **FUNCTIONAL DEFINITION:**

This is supervisory work, of a non-administrative nature, directing the activities of workers providing direct patient services to the mentally disabled. Work includes training and orienting new subordinates, planning, assigning and reviewing work, evaluating performance and advising on difficult or unusual problems. This employee participates with others in the evaluation and treatment of the mentally disabled and in establishing operating policies and practices. He/she works under the direction of a professional or administrative superior and in accordance with precedents and well defined policies. Work requires analytical thinking. Contact is with clients, their families, colleagues and other health and welfare agencies.

### **EXAMPLES OF WORK PERFORMED:**

- Plans, organizes and supervises a specialized program of direct patient service
- Plans, organizes and supervises a generalized program of inter-related direct patient services in a broad service context
- Supervises professional and non-professional personnel and volunteer workers
- Participates in the development of policies and procedures pertinent to the conduct of the assigned service program
- Interprets unit's policies and services to staff personnel and cooperates in the coordination of the assigned service program with other related agencies
- Conducts or arranges for training programs for staff and volunteer workers and contributes to all other training programs as required
- Consults with the appropriate professionals on the development and conduct of the assigned service program
- Requisitions, inspects and supervises proper maintenance of appropriate equipment and materials
- Reviews reports of subordinates and prepares periodic reports on the total service program
- Performs related work as required

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of the principles and methods of the service being rendered
- Considerable knowledge of the basic theories and practices related to the service program
- Considerable knowledge of the nature and specifications for equipment and supplies needed for the assigned service program and their proper care and maintenance
- Knowledge of individual and group behavior and effective ways of working with mentally disabled clients
- Knowledge of the principles and methods of supervision
- Knowledge of the theory and practice of the service provided
- Some knowledge of the principles and methods of in-service training programs
- Ability to utilize psychiatric data in planning and evaluating patient service programs and to adapt and implement such programs as required
- Ability to plan, assign, coordinate and evaluate the work of professional and non-professional staff
- Ability to express ideas clearly and concisely, orally and in writing
- Ability to establish and maintain effective working relationships with other professional and non-professional personnel within the program and in the community

### **QUALIFICATIONS REQUIRED:**

Three years of appropriate professional experience and such training as may have been gained through graduation from a four year college or university; or any equivalent combination of training and experience.