

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Developmental Disabilities Unit Manager

SERIES NO.:

6528

MAJOR AGENCIES:

Developmental Disabilities only

EFFECTIVE DATE:

10/04/2015

SERIES PURPOSE:

The purpose of the mental retardation unit manager occupation is to act as overall manager of entire residential unit (i.e., 50-250 clients/ residents), on all three shifts, & supervise assigned professional, paraprofessional & direct care staff.

Note: Whenever the abbreviation ICF/IID is used in this specification, it will designate Intermediate Care Facility for Individuals with Intellectual Disabilities regulations as a part of federal Medicaid regulations.

JOB TITLE

Developmental Disabilities Unit Manager

JOB CODE

65285

PAY GRADE

12

EFFECTIVE

10/04/2015

CLASS CONCEPT:

The managerial level class works under direction & requires thorough knowledge ICF/IID & state licensure standards in order to act as overall manager of entire residential unit (i.e., 50-250 clients), on all three shifts, & supervise assigned professional, para-professional & direct care staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Developmental Disabilities Unit Manager	65285	EX	10/04/2015	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as overall manager of residential unit consisting of 50 to 250 clients/residents on all three (3) shifts, is responsible for day-to-day operations/activities of programs (e.g., basic skills), supervises assigned professional, para-professional & direct care staff, implements & evaluates programs according to ICF/IID standards & state licensure standards, schedules staff on all three shifts & maintains related records (e.g., pattern absence, tardiness), prepares &/or assists in preparation of budget to purchase program needs, participates in development of unit annual goals & objectives, implement quality assurance policies to maintain compliance with ICF/IID standards & state licensure standards.

Conducts &/or participates in inter-disciplinary team meetings to ensure development, modification & implementation of individual habilitation plans; prepares reports (e.g., programming activities, staffing patterns); develops &/or conducts in-service training; makes periodic rounds of buildings/cottages to monitor active treatment; maintains safe unit environment (e.g., submits work order for needed repairs; orders equipment & supplies); acts to resolve problems (e.g., personality conflicts among staff, labor issues); accompanies Medicaid_survey teams & participates in writing compliance plans.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management; ICF/IID regulations; state licensure standards; Ohio Department of Developmental Disabilities policies*; developmental center policies*; supervisory principles/techniques*; human resources planning; employee training & development; public relations; federal & state standards, regulations & court orders governing care, custody, treatment, programming & environment of consumers/residents in developmental centers; developmental disabilities technology, social work or comparable field, special education, psychology or rehabilitation; budgeting. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare &/or edit unit or program policies, goals & objectives; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects; handle sensitive contacts with community groups & parents/guardians, public & representatives of governmental agencies; prepare &/or review & edit individual consumer/resident habilitation plans &/or prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in mental health or developmental disabilities technology, social work or comparable field (e.g., child & family community services, special education, psychology or rehabilitation); 12 mos. trg. or 12 mos. exp. providing work direction & training to other employees; 12 mos. trg. or 12 mos. exp. in state &/or federal regulations & standards governing care, custody & programming of consumers/residents in mental health or developmental centers; 6 mos. exp. in writing &/or assisting in development of policies, procedures, goals & objectives of operational unit or program of agency or firm; 1 course in manpower planning or 3 mos. exp. scheduling staff to ensure adequate coverage or projecting adequate staff levels; 3 mos. trg. in budgeting or 3 mos. exp. preparing or assisting in preparation of budget for operational unit or program of agency or firm.

-Or 24 mos. exp. in development & implementation of treatment/habilitation plans for individuals who have mental disability or developmental disabilities & working as part of inter-disciplinary team to assess individual's needs & abilities; 12 mos. trg. or 12 mos. exp. providing work direction & training for other employees; 12 mos. trg. or 12 mos. exp. in state &/or federal regulations & standards governing care, custody & programming of consumers/residents in mental health or developmental centers; 6 mos. exp. in writing or assisting in development of policies, procedures, goals & objectives of operational unit or program of agency or firm; 1 course in manpower planning or 3 mos. exp. scheduling staff to ensure adequate coverage or projecting adequate staff levels; 3 mos. trg. in budgeting or 3 mos. exp. preparing or assisting in preparation of budget for operational unit or program of agency or firm.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Travel required as assigned; exposed to communicable diseases & residents who display erratic &/or violent behavior.