NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Residential Care Worker Supervisor	CODE: 04003
	MAJOR AGENCIES: County Boards of Mental Retardation	JURISDICTION: County

FUNCTION: Under general supervision from administrative supervisor, directs unit programs involved in guidance & training of dependent mentally retarded &/or developmentally disabled individuals living in institution, supervises residential care workers engaged in care, training & guidance of dependent mentally retarded &/or developmentally disabled individuals & reviews work of subordinates through periodic inspection of cottages or buildings & through individuals & group conferences;

-PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Directs unit programs & activities involved in care, guidance & training of dependent mentally retarded or developmentally disabled individuals living in institution, confers with subordinates regarding cottage or building maintenance, responds to questions & resolves problems of individual clients.	Knowledge of (1) habilitation & programming techniques, procedures & methods for dependent mentally retarded or developmentally disabled individuals, (2) materials, methods & equipment of modern household management, (3) health & safety precautions & first aid techniques, (4) counseling techniques & methods for MR/DD clients; ability to (5) apply principles to solve practical, everyday problems, (6) develop & maintain good rapport with residents, subordinates &/or general public.
2		Assigns & supervises work of subordinates; maintains simple work attendance records; inspects cottages or buildings for cleanliness & condition of clothing, linens & furniture.	Knowledge of 1, 2, (7) supervision; ability to 6, (8) maintain accurate records & prepare accurate reports.
3		Attends staff meetings; carries out programs & rules developed at such meetings; prepares reports on clients development; assigns residents to cottages or buildings; directs their care, discipline & training & plans their working schedules.	Knowledge of 1, 2, 3, 4; ability to 5, 6, 8.

*Developed after employment

(111)

123: 1-8-02

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including license, if any.) Ability to calculate fractions, decimals & percentages & to read & write common vocabulary; plus 4 mos. training &/or exp. in supervising & training mentally retarded &/or developmentally disabled individuals; 1 course or 3 mos. training &/or exp. in counseling; or 4 mos. exp. as Residential Care Worker 2, 04002; or equivalent.	TRAINING & DEVELOPMENT

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CODE 04003

JURISDICTION County

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4		Serves on various committees for institutional activities; selects new clothing for residents & condemns worn-out clothing.	Knowledge of 1; ability to 6.

(112)

123:1-8-02

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*