STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	**CLASSIFICATION SERIES**: Hospital Aide	**SERIES NO.**: 4411
	MAJOR AGENCIES: Mental Health, Developmental Disabilities, Rehabilitation and Correction, Veteran's Home	**EFFECTIVE DATE**: 01/08/2017

SERIES PURPOSE:
The purpose of the hospital aide occupation is to provide direct care services to clients/residents in hospitals, long term care facilities, mental health facilities and facilities housing clients/residents who have developmental disability.

At the first lower level, incumbents provide direct care services and assist clients/residents to function independently in self-help or daily living skills.

At the second lower level, incumbents provide training to clients/residents to function independently in self-help and/or daily living skills.

At the third and fourth levels, incumbents act as ward/module charge, residential building charge, or assistant to unit supervisor.

At the supervisory levels, incumbents oversee all activities and supervise personnel on all wards/units or one module/residential building on one assigned shift and/or in community or is responsible for all activities on all shifts for assigned facility, depending upon facility assigned.

GLOSSARY:

Long Term Care Facilities as defined by Ohio Administrative Code rule 3701-17-07.1 (A)(2), "nursing home, other than a nursing home or part of a nursing home certified as a intermediate care facility for the developmentally disabled; or a skilled nursing facility, a nursing facility, or part of the facility that is certified under Medicare or Medicaid."

Note: This series may be used within an agency/institution, hospital, community setting and/or long-term care facility.

JOB TITLE	JOB CODE	PAY RANGE	EFFECTIVE
Hospital Aide	44111	04	07/01/2003

CLASS CONCEPT:
The entry-level class works under immediate supervision & requires some knowledge of guidelines pertaining to direct care in order to provide direct care services to clients/residents.

JOB TITLE	JOB CODE	PAY RANGE	EFFECTIVE
Therapeutic Program Worker	44112	05	01/08/2017

CLASS CONCEPT:
The developmental level class works under general supervision & requires working knowledge of J.C.A.H. (i.e., Joint Council for Accreditation of Hospitals) standards for resident care or ICF/IID (i.e., Intermediate Care Facility for Individuals with Intellectual Disabilities) standards for resident care in order to train residents to function independently in self-help &/or daily living skills.

JOB TITLE	JOB CODE	PAY RANGE	EFFECTIVE
Hospital Aide Coordinator 1	44113	26	10/04/2015

CLASS CONCEPT:
The full performance level class works under direction & requires considerable knowledge of J.C.A.H. (i.e., Joint Council for Accreditation of Hospitals) standards for resident care or ICF/IID (i.e., Intermediate Care Facility for Individuals with Intellectual Disabilities) standards of resident care in order to act as ward/module charge or team leader.

JOB TITLE	JOB CODE	PAY RANGE	EFFECTIVE
Hospital Aide Coordinator 2	44114	27	10/04/2015

CLASS CONCEPT:
The full performance level class works under direction & requires considerable knowledge of J.C.A.H. (i.e., Joint Council for Accreditation of Hospitals) standards for resident care or ICF/IID (i.e., Intermediate Care Facility for Individuals with Intellectual Disabilities) standards of resident care in order to coordinate direct care for one assigned residential building, assist unit supervisor or train & monitor work of inmate workers.

JOB TITLE	JOB CODE	PAY RANGE	EFFECTIVE
Residential Care Supervisor 1	44116	09	10/04/2015

CLASS CONCEPT:
The first supervisory level class works under general direction & requires considerable knowledge of ICF/IID (i.e., Intermediate Care Facility for Individuals with Intellectual Disabilities) standards of resident care in order to supervise direct care personnel for at least one module, cottage, house, multiple living area or residential building, on at least one assigned shift, of assigned developmental center under Department of Developmental Disabilities only.

JOB TITLE	JOB CODE	PAY RANGE	EFFECTIVE
Hospital Aide Supervisor	44117	09	10/04/2015

CLASS CONCEPT:
The first supervisory level class works under general direction & requires thorough knowledge of J.C.A.H. (i.e., Joint Council for Accreditation of Hospitals) standards for consumers in order to oversee all activities & supervise on all wards or all units on one assigned shift in assigned facility, &/or in community under Department of Mental Health only.

JOB TITLE	JOB CODE	PAY RANGE	EFFECTIVE
Residential Care Supervisor 2	44118	10	10/04/2015

CLASS CONCEPT:
The second supervisory level class works under general direction & requires thorough knowledge of ICF/IID (i.e., Intermediate Care Facility for Individuals with Intellectual Disabilities) standards of resident care in order to oversee all activities on all modules, cottages, houses, multiple living areas or residential buildings for all assigned shifts & supervise lower-level residential care supervisors at assigned developmental center under Department of Developmental Disabilities only.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY RANGE
Hospital Aide	44111	04	07/01/2003	04

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.)

Provides direct care services to clients/residents in hospitals or long term care facilities (e.g., feeds, dresses &/or bathes clients/residents; moves, lifts & positions clients/residents; brushes teeth; changes diapers; renders bedpans; takes vital signs; monitors sleeping clients/residents on night shift).

Makes chart entries on clients/residents development, vital statistics as monitored, unusual behavior or incidents observed on effects of medication & medical treatments administered by nursing staff, observes clients/residents to prevent injuries to themselves or others & reports patients need for medical attention.

Makes beds, cleans clients/residents rooms & maintains cleanliness & comfort of clients/residents; cleans work areas & equipment; cleans walls &/or floors; escorts clients/residents on & off grounds to scheduled appointments & activities; participates with clients/residents in recreational activities; picks up or drops off prescriptions from pharmacy; communicates with clients/residents to establish & maintain friendly & relaxed atmosphere; attends meetings & in-service training sessions pertaining to client/resident care.

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition/subtraction; departmental, state & federal laws, rules & guidelines pertaining to direct care; first aid*, CPR; human relations; skill in direct care; operating lifts*; wheelchairs*; geri chairs* & electric beds*. Ability to apply principles to solve practical, everyday problems; maintain accurate vital statistic records; recognize unusual client/resident condition & take appropriate action; develop good rapport with clients/residents; demonstrate strength to move, position & lift 50-100 pounds; carry out & follow instructions in simple written & oral form.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary; must be listed on Ohio Nurse Aide Registry & possess certification in CPR**.**

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

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

Renewal of any mandated training required by facility (e.g., C.P.R., first-aid).

UNUSUAL WORKING CONDITIONS:

Exposed to unpredictable behavior of clients/residents, human waste, dirt & dust; long periods of standing on feet; work night shift & weekends.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY RANGE
Therapeutic Program Worker	44112	04	01/08/2017	05

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.)

On assigned living area of facility, trains clients/consumers to function independently in self-help &/or daily living skills (e.g., personal hygiene, feeding, grooming, etiquette, social skills) by using variety of training techniques (e.g., behavior modification, token economy systems, hand-over-hand instruction, limit setting) according to prescribed treatment plan, institutes appropriate crisis intervention for unacceptable behavior as defined by individual treatment plan, plans leisure time activities (e.g., games, crafts, walks) to fill free time when none are scheduled by activity therapy department & assists with related scheduled activities (e.g., operates motor vehicle to transport clients/consumers to recreational, educational &/or occupational activities).

Participates directly or indirectly in development of individual client/ consumer problem-oriented treatment plans (i.e., plans designed toward rehabilitation) in cooperation with professional & para-professional staff by attending treatment & diagnostic staff meetings, participates in comprehensive evaluation meetings, writes &/or assists in writing Program Implementation Plans & recommends changes in individual treatment plans as behavior &/or progress/regression evaluations indicate.

Completes charting, documentation, records & reports (e.g., resident behavior & progress/regression in relation to treatment plan; problem areas; delivery of services to residents; reactions to medications or any unusual incidences; needs, changes or responses affecting treatment program for individual resident).

Performs variety of miscellaneous duties (e.g., provides direct care; escorts or transports clients/consumers on or off grounds to recreational, educational or occupational activities; performs light housekeeping duties in patient areas & living quarters; attends in-service training &/or educational programs; shops for or with residents for clothing &/or personal belongings).

MAJOR WORKER CHARACTERISTICS:

Knowledge of J.C.A.H. (i.e., Joint Council for Accreditation of Hospitals) standards for resident care or ICF/IID (i.e., Intermediate Care Facility for Individuals with Intellectual Disabilities) standards for resident care & Resident Review & Licensing Regulations*. Skill in operation of motor vehicle; direct care procedures (e.g., taking of vital signs, rendering of tub baths, appropriate lifting & positioning procedures, first aid). Ability to deal with problems involving several variables within familiar context; maintain accurate records; cooperate with co-workers; develop good rapport with residents &/or patients; demonstrate physical strength to lift 50-100 lbs.; read short sentences with concrete vocabulary.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary. In Department of Developmental Disabilities, must also possess a high school diploma or a certificate of high school equivalence pursuant to Chapter 5123:2-3-01(F) (1) (c).

For positions that require operation of motor vehicle to transport consumers to recreational, educational &/or occupational activities, a valid driver's license is required.

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

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

Renewal of any mandated training required by facility (e.g., C.P.R., first-aid).

UNUSUAL WORKING CONDITIONS:

May be exposed to maladjusted residents or dangerous inmates; may be required to work 2nd or rotating shifts; may require travel to community site under contract with Department of Mental Health.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY RANGE
Hospital Aide Coordinator 1	44113	04	10/04/2015	26

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.)
In mental health facility, for one assigned ward or unit, acts as ward charge or team leader (e.g., provides training & direction to other direct care staff personnel; makes rounds of assigned area to assess needs of consumers & sees needs are provided for; monitors assigned area to maintain therapeutic environment regarding sanitation & life safety; monitors consumers appointments to ensure consumers reach their appointments; is held accountable for knowing all consumers whereabouts) & provides basic unskilled nursing care to & habilitative training for consumers (e.g., teaches & assists consumers to develop personal hygiene, grooming, interpersonal & social skills to improve their stay &/or prepare them for community living).

OR

In developmental center (i.e., under Department of Developmental Disabilities), for one assigned module, acts as module charge or team leader (e.g., provides training & direction to other direct care staff personnel; makes rounds of assigned area to assess needs of clients & sees needs are provided for; monitors assigned area to maintain therapeutic environment regarding sanitation & life safety; monitors clients appointments to ensure clients reach their appointments; is held accountable for knowing all clients whereabouts) & provides direct care to & habilitative training for clients (e.g., teaches & assists clients to develop personal hygiene, grooming, interpersonal & social skills to improve their stay &/or prepare them for community living).

Makes chart entries on client/consumer development, vital statistics as monitored, unusual behavior or incidents observed & on effects of medication & medical treatments administered by nursing staff, observes clients/consumers to prevent injuries to themselves or others & reports client/consumer need for medical attention.

Participates in new employee orientation; assigns work to direct care staff; ensures that Individual Habilitation Plans are being properly implemented & participates in IHP process by providing input; ensures that charting & documentation of process &/or behavior is thoroughly completed; escorts &/or arranges staff to accompany clients/consumers on/off grounds to appointments or activities; attends meetings & in-service training; communicates with client's/consumer's families & clients/consumers; takes inventory of client's/consumer's personal belongings.

MAJOR WORKER CHARACTERISTICS:
Knowledge of facility, state & federal guidelines pertaining to direct resident care*; addition/subtraction. Skill in direct care procedures (e.g., taking vital signs, rendering bed pans). Ability to read short sentences with concrete vocabulary; develop good rapport with clients/consumers & cooperate with co-workers; recognize unusual or threatening conditions & take appropriate action; deal with problems involving few variables within familiar context; demonstrate physical fitness to lift 50-100 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
12 mos. trg. or 12 mos. exp. in providing direct care to patients &/or in participating in development &/or carrying out of patients habilitative/treatment plans, preferably for patients who were developmentally disabled or mentally ill.

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

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Renewal of any mandated training (e.g., first aid, C.P.R.) required by facility or agency.

UNUSUAL WORKING CONDITIONS:
May be exposed to unpredictable behavior of clients/residents; may work 2nd or 3rd shift & weekends.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY RANGE
Hospital Aide Coordinator 2	44114	04	10/04/2015	27

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.)

In developmental center (i.e., under Department of Developmental Disabilities) is responsible for overseeing & coordinating direct care & habilitative training activities for one residential building (i.e., schedules staff for adequate coverage; ensures clients preparation for medication or treatment; makes rounds to ensure programmatic & health care needs of clients are met; ensures proper charting & documenting of clients' progress &/or behavior).

OR

In mental health facility, assists unit supervisor in making work assignments, in training & monitoring staff & in ensuring compliance with treatment plans & unit & hospital policy & oversees maintenance of sanitation & safety for all wards or all units for one entire shift & scheduling staff to ensure adequate coverage on all three shifts (i.e., monitors ward area to maintain therapeutic environment & makes inspections; assigns staff on daily basis as needed; schedules overtime as needed according to policy; assigns staff to accompany consumers to off-grounds appointments & secures drivers as needed; works on ward in absence of other workers; makes rounds to assess needs of consumers; provides instruction & training to staff).

OR

In clinic or hospital of adult correctional facility, trains & monitors work of inmate workers in providing direct care &/or basic treatments to physically &/or mentally ill patients & in maintenance of sanitation & comfort of patient environment (e.g., bathing, grooming, rendering bedpans, carrying & moving large objects such as kitchen trays, trash &/or laundry bags, cleaning floors) & participates in related patient care activities (e.g., inspects area for adherence to fire, safety & escape procedures, assists supervisor in ensuring patients swallow pills or in rendering of treatments prescribed by medical authority).

Prepares &/or maintains various documentation concerning assigned area & clients/consumers (e.g., keeps inmates or employee time; gives shift report to oncoming shift of client/consumer status & records status changes; prepares unusual incident reports; documents treatment changes; completes orders for assigned area supplies or clothing; records vital signs taken; records client/consumer responses to medications & treatments; records food intake of client/consumer; records client/consumer relationship to other clients/ consumers in group activities; prepares reports regarding general area & staffing operations; maintains inventory of controlled drugs in adult correctional facility; assists in equipment & supply acquisition).

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; employee training & development; agency or hospital policies & procedures regarding patient care activities; human relations*. Skill in direct care procedures (e.g., taking of vital signs; rendering of tub baths; appropriate lifting & positioning procedures; first aid). Ability to maintain accurate records; gather, collate & classify information about data, people or things; establish friendly atmosphere with patient as supervisor of work area; understand technical manuals & verbal instructions regarding patient care; prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 mos. trg. or 18 mos. exp. in providing unskilled nursing care to patients &/or in participating in development &/or carrying out of patients' habilitation/treatment plans.

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

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

Renewal of any mandated training (e.g., first aid, C.P.R.) required by facility or agency.

UNUSUAL WORKING CONDITIONS:

May be exposed to dangerous inmates or maladjusted or violent clients/consumers; may be required to work 2nd or 3rd shift & weekends.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY RANGE
Residential Care Supervisor 1	44116	EX	10/04/2015	09

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.)

In developmental center, under Department of Developmental Disabilities, for at least one module, cottage, house, multiple living area or residential building, on at least one assigned shift, supervises direct care personnel (e.g., Hospital Aide Coordinators, Therapeutic Program Workers), serves as team member for policy development & implementation of work rules, ensures compliance with Medicaid standards & labor contract rules, resolves labor disputes/matters at first step level, refers employees to Employee Assistance Program Coordinator, is responsible for staff training & in-servicing on new policies &/or procedures & other rules & regulations, monitors implementation of Individual Habilitation Plans for persons with developmental disabilities to ensure they are followed & carried out, completes & signs employee performance evaluations, assures attendance of direct care staff at team meetings to develop/revise Individual Habilitation Plans for their assigned residents & ensures adequate staff coverage (e.g., schedules & assigns available relief staff, part-time staff & overtime staff; maintains required minimum staff coverage; aligns relief staff in order of seniority; fills out payroll, overtime & daily employee work schedules).

Reviews written documentation regarding resident behavior response & progress as they relate to Individual Habilitation Plan for each assigned resident (e.g., 30 day/90 day & annual reviews; unusual incident reports; client funds; use of restraints; Medicaid surveys), reviews requests for clothing purchases & actual purchases or assigns to direct care staff, reviews & processes staff incident reports & determines whether additional action is needed, checks staff log books to ensure completeness, is responsible for written documentation regarding assigned residents & checks staff's time & attendance.

Participates in Individual Habilitation Program/Plans meetings & attends unit managers' meetings; reviews restraint records to assure proper procedures have been followed; completes census reports; investigates & reports all major incidents; ensures staff compliance with treatment habilitation plans; relieves supervisors of other units upon request; maintains supplies & acquisitions of necessary equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of ICF/IID (i.e., Intermediate Care Facility for Individuals with Intellectual Disabilities) standards of resident care, DODD policies & developmental center policies*; supervisory principles/techniques*; employee training & development*; agency or facility policies & procedures regarding patient care activities; human relations. Skill in direct care procedures (e.g., taking of vital signs; rendering of tub baths; appropriate lifting & positioning procedures; first aid). Ability to prepare & maintain accurate records; understand technical manuals & verbal instructions regarding patient care; gather, collate & classify information about data, people or things; prepare meaningful, concise & accurate reports; cooperate with co-workers on group projects; establish friendly atmosphere as supervisor of work area.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

24 mos. trg. or 24 mos. exp. in providing care to patients &/or in participating in development &/or carrying out of patients' habilitation plans & preferably for those who had developmental disabilities or mental disability, & in implementing & carrying out same.

-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:

May be exposed to residents who have maladjustment or display violence; may be required to work weekends & evening shift or at off ground locations.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY RANGE
Hospital Aide Supervisor	44117	EX	10/04/2015	09

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.)
In mental health facility &/or in community, is responsible for overseeing all activities on all wards or all units on one assigned shift & trains &/or orients staff (e.g., instructs regarding crisis situations; provides & clarifies work rules & procedures), makes rounds to ensure consumers' needs are met, reviews & ensures appropriate charting & documentation, evaluates sanitation & safety of environment, reviews goals, ensures staff compliance with treatment/habilitation plans & hospital policies, investigates consumer inquiries, escapes &/or other unusual incidences, completes & signs employee performance evaluations, oversees assigned staff's preparation for participation in interdisciplinary team meetings when applicable & ensures adequate staff coverage (i.e., staff schedules, recommends/authorizes requests for leaves).

Prepares &/or maintains various area & consumer related documentation (e.g., charts entries on consumer development, progress of habilitation plans, vital statistics, unusual behavior or incidents observed; keeps employee time & sick leave; prepares unusual incident reports of incidences observed; compiles supply orders & orders unit supplies; acquisitions equipment; reports deviations from established procedures to supervisor; maintains supply inventories; reviews restraints records to ensure proper procedures were followed; completes census reports; prepares repair requisitions; prepares monthly report for supervisor regarding employee use of time; reports safety hazards to appropriate department head for necessary action; reports apparent medical problems to registered nurse).

Performs various consumer or area related miscellaneous tasks (e.g., assists in unit emergency such as fire or "acting out" behavior; attends &/or assigns staff to attend training meetings & programs; attends interdisciplinary team meetings to participate in habilitation plan development; conducts/attends staff meetings to communicate regarding unit operations; participates in group &/or family counseling sessions; communicates with community agencies; relieves supervisors of other units upon request); provides staff training & in servicing on new policies, procedures, work rules & regulations.

Communicates with consumers to establish & maintain friendly & relaxed atmosphere, encourages independent functioning & participates in implementation of consumer habilitation plans as assigned.

MAJOR WORKER CHARACTERISTICS:
Knowledge of supervisory principles/techniques*; employee training & development; agency or state policies & procedures regarding patient care activities; direct care procedures (e.g., taking of vital signs; rendering bed pans; bathing; lifting & positioning procedures). Ability to deal with problems involving several variables within familiar context; maintain accurate records; gather, collate & classify information about data, people or things; establish friendly atmosphere with consumers, residents &/or subordinates as supervisor of work unit; understand technical manuals & verbal instructions regarding patient/consumer care.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
24 mos. trg. or 24 mos. exp. in providing direct care to patients &/or in participating in development &/or carrying out of habilitation/treatments plans preferably for patients who were either developmentally disabled or mentally ill; 6 mos. trg. or 6 mos. exp. as ward charge or team leader with responsibility for ensuring other workers performed their duties & ensuring safety & sanitation of assigned work area. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

-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:
May be exposed to unpredictable & sometimes aggressive behavior of clients/consumers; may be required to work 2nd or 3rd shift & weekends; may work variable schedule.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY RANGE
Residential Care Supervisor 2	44118	EX	10/04/2015	10

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.)
In assigned developmental center (i.e., under Department of Developmental Disabilities) is responsible for overseeing all activities on all modules, cottages, houses, multiple living areas or residential buildings on all assigned shifts, supervises lower-level residential care supervisors & trains &/or orients staff (e.g., instructs regarding crisis situations; provides & clarifies work rules & procedures), makes rounds to ensure clients' needs are met, reviews & ensures appropriate charting & documentation, evaluates sanitation & safety of environment, reviews goals, ensures staff compliance with treatment/habilitation plans & developmental center policies, investigates client inquiries, escapes &/or other unusual incidences, completes & signs employee performance evaluations, oversees assigned staff's preparation for participation in interdisciplinary team meetings when applicable & ensures adequate staff coverage (i.e., staff schedules; recommends/authorizes requests for leaves).

Prepares &/or maintains various area & patient related documentation (e.g., charts entries on consumer development; progress of habilitation plans; vital statistics; unusual behavior or incidents observed; keeps employee time & sick leave; prepares unusual incident reports of incidences observed; compiles supply orders & orders unit supplies; acquisitions equipment; reports deviations from established procedures to supervisor; maintains supply inventories; reviews restraints records to ensure proper procedures were followed; completes census reports; prepares repair requisitions; prepares monthly report for supervisor regarding employee use of time; reports safety hazards to appropriate department head for necessary action; reports apparent medical problems to registered nurse).

Performs various client/consumer or area related miscellaneous tasks; attends &/or assigns staff to attend training meetings & programs; attends interdisciplinary team meetings to participate in habilitation plan development; conducts/attends staff meetings to communicate regarding unit operations; participates in group &/or family counseling sessions; communicates with community agencies; relieves supervisors of other units upon request; provides staff training & in servicing on new policies, procedures, work rules & regulations.

MAJOR WORKER CHARACTERISTICS:
Knowledge of supervisory principles/techniques*; employee training & development; agency or state policies & procedures regarding patient care activities; direct care procedures (e.g., taking of vital signs; rendering bed pans; bathing; lifting & positioning procedures). Ability to deal with problems involving several variables within familiar context; maintain accurate records; gather, collate & classify information about data, people or things; establish friendly atmosphere with consumers, residents &/or subordinates as supervisor of work unit; understand technical manuals & verbal instructions regarding patient/consumer care.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
24 mos. trg. or 24 mos. exp. in providing direct care to patients &/or in participating in development &/or carrying out of habilitation/treatment plans for patients who had either developmental disabilities or mental disability, 6 mos. of required training &/or experience should have been as ward charge or team leader with responsibility for ensuring other workers performed their duties & ensuring safety of sanitation of assigned work area.

-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:
May be exposed to clients/consumers who display unpredictable & sometimes aggressive behavior; may be required to work 2nd or 3rd shift & weekends; may work variable schedule.