



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TREATMENT HOME SUPERVISOR	33	B	10.146
TREATMENT HOME PROVIDER	31	B	10.148

SERIES CONCEPT

Positions in this series provide care, training, and treatment to children and adolescents with behavioral and emotional disturbances in a 24-hour/7-day a week treatment home setting.

Assess client behavior through direct observation and reports from parent/guardian, school, and related social service agencies; assess home environment through home visits, history taking, and other agency reports.

Establish treatment goals and objectives with parent/guardian and develop specific treatment modalities using adjunct therapies such as relaxation training, and provide daily group sessions to develop social skills, group interaction and problem solving, and empowerment skills.

Develop preliminary and regular treatment plan with other treatment team members; monitor target behaviors, special treatment procedures, and case history for each client in the home; make treatment recommendations; coordinate treatment with peers, external agencies, and service providers; organize and conduct treatment team meetings as required; review and revise treatment plan with parent/guardian as needed; initiate and carry out therapeutic, social, recreational, educational, and physical care activities in accordance with the treatment plan and with supervisory approval.

Implement individualized treatment plans to facilitate the return of clients to the least restrictive environment (i.e., home/community); use a psycho-educational approach to modify inappropriate behaviors and develop new social, academic, coping, problem solving, and self care skills; implement relevant components of the teaching model on a daily basis with clients; conduct individual and group counseling sessions for assigned clients; employ appropriate counseling techniques and implement data collection procedures; complete required case records according to policies and procedures; and evaluate progress through a review of completed homework and direct observation of parent/child interactions.

Organize and supervise recreational outings/activities such as birthday parties, camping trips, and movie outings; ensure that clients behave and do not walk away; assist clients in making purchases such as buying tickets and refreshments.

Ensure clients take prescribed medications.

Teach, train and supervise clients in self care skills, social skills, empowerment, and academic skills in order to accomplish goals in individualized treatment plans by utilizing a motivational system/token economy, teaching interactions, role playing, daily family conference, and relationship building on a consistent and ongoing basis; implementing weekly home notes, daily point cards, and school notes to initiate change in client behavior through immediate feedback; and tutoring clients to improve academic performance.

Implement client monitoring, verbal strategies, and non-physical interactions to de-escalate clients; ensure the safety of clients, staff, and family members; identify and implement responses to treatment home safety and security issues according to established procedures; respond to emergencies and implement behavior modification techniques or other psycho-therapeutic interventions appropriate to the situation and the client; and complete incident reports as required.

SERIES CONCEPT (cont'd)

Provide liaison services with a variety of community agencies including school, juvenile justice, State and county welfare in order to coordinate treatment and make referrals by scheduling and coordinating meetings, initiating phone contacts with appropriate resources; serving as a client advocate in court to support clients and to ensure treatment continuity through court testimony and written reports; and coordinating and consulting with teachers and school counselors through school notes, phone contacts, and individual education plan meetings to recommend changes in school program, thereby increasing school success of clients.

Consult and advise other agency professionals regarding client/family treatment issues and agency policy to facilitate a continuity in treatment approach by coordinating and attending weekly treatment home staff meetings; attending agency all-staff meetings; coordinating meetings with outpatient clinicians to share client/family treatment issues, discuss referrals, and process admission; scheduling appointments with agency psychiatrists and social skills clinicians and confer as needed; and participating on agency committees such as quality assurance committee, management council, family review committee, and vocational committee.

Maintain client files to ensure compliance with the NRS and division and agency policy by preparing professional case notes on a weekly basis to reflect client progress in residence, home, school, and community; submitting case notes to supervisor for review; implementing changes in client files suggested by peer review committee (quality assurance committee); updating and revising treatment plans as required; and completing and updating all required agency and program specific forms.

Compile and interpret behavioral statistics to assess client progress and provide program accountability by gathering data from home notes, school notes, point cards, behavior inventories, psychological inventory, report cards, direct observation and client self-reports; maintaining current graphs and charts of targeted behavior; and applying behavioral data to develop individualized treatment plans.

Prepare and submit written and oral client and/or family progress status reports to other professional agencies such as courts, welfare agencies, and probation.

Maintain records for expenditures and supplies to ensure accountability by gathering and submitting grocery and activity receipts; and obtaining purchase orders for special needs such as supplies, equipment, and client gifts.

Provide a safe, clean, healthy home-like environment in compliance with federal and State standards and teaching model procedures by maintaining attendance and census records; scheduling and performing daily household maintenance chores including cleaning and laundry; preparing and serving nutritional meals to clients following menus based on dietary and nutritional information including the four basic food groups; and procuring household supplies from warehouse and retail stores.

Perform related duties as assigned.

CLASS CONCEPTS

Treatment Home Supervisor: Under general supervision, incumbents perform the duties described in the series concept. In addition, incumbents supervise and evaluate the performance of lower level professionals and support staff, schedule and assign work, and provide training and coaching.

Organize, coordinate, and oversee the operation of a treatment home for youth with severe emotional disturbances and developmental disabilities; oversee periodic plan reviews; and ensure proper staffing ratios and the safety of clients and staff, adherence to treatment plans by treatment and support staff, and maintenance of documentation as required by State and federal regulations.

Treatment Home Provider: Under general supervision, incumbents perform the duties described in the series concept. This is the journey level for this series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Work on evenings, weekends, and/or holidays is required.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.

TREATMENT HOME SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, child development, psychology, counseling, social work, or closely related field and two years of experience in the care, training, and/or treatment of children or adolescents with behavioral and emotional disturbances; **OR** an equivalent combination of education and experience above the bachelor's degree level. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: child development theory and practices; current standards and practices of children's mental health treatment; behavior modification techniques. **General knowledge of:** nutritional requirements for children and adolescents. **Ability to:** assess behavioral, social, and safety strengths, needs, and risks; teach coping, social, and relationship skills to children with severe emotional disturbances and their families; assess needs and implement crisis intervention techniques according to established policies; provide a safe environment for staff, clients, and families; participate as a team member and coordinate services with other professionals; assign work to and coordinate and train subordinate personnel; develop, write and implement individual treatment plans for children and adolescents with behavioral and severe emotional disturbances; evaluate client progress and make appropriate treatment recommendations; write and present assessments, treatment plans, and progress reports to a multidisciplinary team; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: supervisory principles and techniques; State rules and regulations pertaining to mental health services; department policy and procedures pertaining to the operation of a group home; State health and safety standards; State licensing requirements. **General knowledge of:** severity of mental health disorders of children and adolescents. **Ability to:** refer clients to other service providers in the community; discuss and resolve treatment issues with families.

TREATMENT HOME PROVIDER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, child development, psychology, counseling, social work, or closely related field and one year of experience in the care, training, and/or treatment of children or adolescents with behavioral and emotional disturbances; **OR** three years of experience in the care, training, and/or treatment of children or adolescents with behavioral and emotional disturbances in a residential treatment home or psychiatric hospital; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: training and counseling techniques and behavioral interventions used in the treatment of children and adolescents with behavioral and emotional disturbances; child development stages and age-appropriate skills and behaviors. **Ability to:** provide individual and group counseling; tutor children and adolescents in basic academic subjects; teach basic life skills such as budgeting, job hunting, grocery and

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MINIMUM QUALIFICATIONS (cont'd)

TREATMENT HOME PROVIDER (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
clothing shopping, and use of community resources; write reports and recommendations regarding client behavior and progress; implement established treatment plans.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: teaching methods and techniques; basic operation and maintenance of a residential treatment home.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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ESTABLISHED:	11/30/06R 12/14/07PC	7/11/75
REVISED:		8/27/79-3
REVISED:		3/20/84R
REVISED:		7/27/84PC
REVISED:		7/1/89P
		8/19/88PC
REVISED:		12/4/95UC
REVISED:		3/29/01UC
REVISED:		12/14/07PC
REVISED:	3/20/15PC	3/20/15PC