

**DESCRIPTION:** Under general supervision, provides direct supervision, support, coaching and mentoring to Developmental Technician I and II's on assigned shifts. Serves as a role model to Developmental Technicians by modeling appropriate client interaction and the provision of active treatment. Responsible for notifying appropriate personnel of problems related to resource allocation or the physical living environment to insure their resolution. Provides developmental care services, behavioral training, housekeeping and laundry services related to the needs of developmentally disabled clients. Performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the third level in the series of three (Technician I, Technician II, Shift Supervisor). This class is distinguished by the lower levels by the responsibility to supervise subordinate Developmental Technician staff. Incumbents are expected to successfully complete Basic Support class within 120 days and facility training requirements within 6 months of employment. Incumbents must also maintain listing on the Medication Aide Registry during the course of employment.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Insures each individual's developmental and physical needs are met through active treatment as described in the Individual Personal Plan (IPP); insures that human and legal rights of the individual are protected.

Leads and monitors provision of active treatment and schedules of activities for individuals insuring that services are coordinated as indicated in the individuals' personal care plans.

Administers medications and treatments, performs and/or monitors resident personal hygiene and establishes and maintains a safe working environment.

Performs personnel functions for assigned Developmental Technician staff including participating in hiring, assigning/recommending/issuing disciplinary actions including suspensions and terminations, providing on-the-job training and regular performance feedback and preparing, evaluating and conducting performance evaluations; provides comprehensive information to Human Resources representatives during the formal discipline process.

Insures that each individual is safe and free from harm and that the needs of each person are identified and met; monitors physical environment and takes necessary action to ensure safety, a sanitary environment and compliance with State and Federal Standards; and works cooperatively with investigators in resolution of abuse/neglect cases.

Participates in completing bi-weekly staffing schedules for shift supervised. Insures that an adequate and appropriate number of trained staff are available to provide quality supports and services to clients; distributes completed schedule per contract stipulations.

Assigns the work of Developmental Technicians, conducts direct observations of individuals' and staff performance across all areas and times and makes recommendations to improve quality of individual life.

Establishes/maintains productive, effective working relations with other department personnel.

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Demonstrates a shared responsibility for equitable distribution of personnel resources to best meet the needs of the individuals at the facility.

Provides mentoring and coaching to employees to promote the overall philosophy of the department and to promote the vision and mission of the facility.

Insures that all Developmental Technician staff on the assigned shift have been appropriately and adequately trained including, but not limited to, initial and on-going training requirements for the Developmental Technician I and II classes.

Insures that community integration plan for each person with developmental disabilities is implemented.

Insures that each person with developmental disabilities has appropriate and adequate opportunities to learn, work and recreate.

Insures compliance with all Federal, State and local rules, regulations and standards including the Code of Federal Regulations (CFR) 42 which govern the operation of Intermediate Care Facilities for persons with Mental Retardation and other developmental disabilities (ICF/MR).

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: general care skills; Nebraska Medication Aide registration requirements; interaction concepts and instructional techniques; problem solving techniques; methods of personnel evaluation; developmental disabilities and/or mental illness and their associated behaviors; facility rules and regulations; policies and procedures regarding the care and treatment of residents; person centered care planning.

Skill in: meeting deadlines; performing accurate, objective observations of ongoing activities; responding positively to constructive guidance; communication.

Ability to: work under the direction of the Home Manager to prioritize tasks and assign responsibility; respond to individual/staff needs in a timely fashion; interpret policies/procedures for staff; schedule staff resources.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Be at least 18 years of age with experience providing direct care to others and experience leading, coordinating, directing, monitoring and/or supervising others.

**SPECIAL NOTES:**

These positions are subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.)

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).