

**CLASS SPECIFICATION FOR**  
**MH/DS Group Home Supervisor**

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**GENERAL STATEMENT OF DUTIES:** Plans, implements and supervises a comprehensive group home program of services for persons with mental illness or mental retardation; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class plans and implements all aspects of a group home program, including developing and implementing individual plans for residents; selecting, orienting, training, instructing, supervising and evaluating staff assigned to the group home; managing all aspects of the group home, including scheduling, facility maintenance and repair, shopping/budgeting and resident supervision. The employee demonstrates the ability to work independently with minimal direct supervision or guidance. Supervision is received from an MH/DS Senior Community Support Supervisor.

**EXAMPLES OF WORK** (illustrative only):

- Determines schedule for all aspects of managing the group home, including establishing resident schedules with the home, mealtimes, recreation plans and all related activities;
- Develops and implements individual program plans for residents;
- Ensures for the proper maintenance of the home by arranging for and overseeing contract maintenance services;
- Attends and may facilitate staff meetings and service planning meetings;
- Supervises staff as assigned;
- Provides oversight and instruction to staff working directly with residents;
- Conducts annual performance evaluation of assigned staff;
- Develops schedule for group home staff within budgeted resources;
- Provides input into budget and revenue projections for the home and ensures adherence to home's approved budget;
- Assures accurate reporting of services to facilitate accurate billing and performance contract reporting; reconciles revenue reports with services delivered;
- Provides residents instruction and assistance in daily living skills, including shopping, food preparation, budgeting, housekeeping, using public transportation, personal hygiene, interpersonal relationships and community integration;
- Schedules transportation for residents;
- May provide minor maintenance or housekeeping as needed;
- Arranges routine and emergency medical care for residents;
- May provide personal counseling to residents;
- Responds to resident emergencies and decides proper response to incidents;
- Maintains certification in CPR, first aid and all other required training;
- Monitors symptoms and makes collateral contacts with psychiatrists or other health professionals, as appropriate;
- Manages all aspects of medication compliance;
- Interacts with family members, community members and other care providers and communicates resident status and service information, as appropriate;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE , SKILLS AND ABILITIES:** Good knowledge of mental health and retardation services and service provision, as appropriate for the group home to which assigned; good knowledge of resources available to clients; excellent knowledge of everyday needs and problems of identified client groups; ability to establish and maintain effective working relationships with individuals with mental illness or mental retardation, co-workers, residents' families, the public and other service providers; excellent organizational skills; ability to train and to supervise effectively; ability to develop and implement clear and concise program and service plans and to modify them as needed and as appropriate; ability to communicate clearly and effectively, both orally and in writing; proven ability to make independent judgments that ensure the safety and wellbeing of residents.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in psychology or a related behavioral science field and one (1) year of group home, public contact or human services work experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid driver's license issued by the State of Virginia. Requires a fingerprint and criminal records check. Must earn and maintain certification in CPR and first aid. May require a pre-employment and/or annual physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position, or on standards established by the State. The employee may be required to carry a pager and to provide on-call coverage as needed and as directed.