

CLASS SPECIFICATION FOR
MH/DS Community Support Supervisor

GENERAL STATEMENT OF DUTIES: Supervises activities of a program or case management unit serving individuals with mental retardation or mental illness; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves supervising all functions of a case management, supported employment residential, vocational or developmental unit for persons with mental retardation or mental illness. This class supervises Case Managers, residential staff or Training Specialists and Training Assistants. The incumbent is required to operate semi-independently while receiving general supervision from a MH/DS Senior Community Support Supervisor, MH/DS Program Coordinator or MH/DS Program Manager.

EXAMPLES OF WORK (illustrative only):

- Provides programmatic supervision to staff;
- May supervise students or volunteers;
- Develops, implements, and monitors program plans;
- Assists in developing written procedures to provide guidance for staff;
- Conducts short-term planning and assists in long-range planning;
- Counsels families regarding support of clients' programming and progress;
- May accompany clients on outings and to various other activities;
- Conducts training activities for clients;
- Conducts staff meetings;
- Ensures program compliance with Medicaid, licensure and accreditation standards;
- May assist clients with self-help skills;
- May transport clients to and from program sites;
- Evaluates performance of staff;
- May provide residential supervision overnight and on weekends as needed;
- Conducts in-service training activities for staff;
- Supervises case management services provided by staff;
- May provide case management services;
- May supervise contract work and production activities;
- Expands own knowledge by such means as academic study, independent reading and attending outside conferences, workshops and seminars;
- Provides on-call support to on-duty staff;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles of mental retardation or chronic mental illness as applicable to the assigned program; knowledge of normal and abnormal psychology and family and group dynamics; knowledge of administration and supervision; ability to work independently and make independent judgments; ability to effect and maintain good working relationships with clients, family, the public, and professionals in the field.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in a behavioral science or a related field and two (2) years of professional experience working with persons with mental retardation or long-term mental illness; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Some positions may require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment 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 standards established by the State.