



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

THERAPY PROGRAM SUPERVISORY ASSISTANT

Job Number: 20000965

Job Code: 41290V000101

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 10	Salary (MIN - MID):	Special Entrance Rate:
	\$12,345-\$16,355 - Hourly	NONE
	\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary	NONE
	\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs as shift supervisor for one or more programs in a mental health facility to assure that all programmatic and administrative activities are carried out; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have four years of therapeutic or patient care experience.

Substitute EDUCATION for EXPERIENCE:

College will substitute for the required experience on a year-for-year basis up to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Approves leave time, scheduling of breaks/lunch hours and changing of duty assignments. Participates in the evaluation and discipline of direct care staff including recommending reprimands for infractions of policies and procedures. Drafts and submits incident reports, unusual occurrence reports, employee casualty reports and shift supervisory reports. Conducts orientation of new employees to make them aware of shift job responsibilities. Inspects assigned area to assure that sanitation, safety and health policies and procedures are carried out. Meets with off going and on coming supervisors to discuss activities and problems. Monitors individual performance by checking patient individual treatment (ITP) charts and observing treatment implementation. Participates in patient staffings and provides input to the development or revision of ITPs. Assures that human and civil rights of patients are observed. Attends training sessions and reads appropriate literature to maintain and update skills.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

This position typically requires working in an institution or facility with individuals who may have mental illness, mental retardation, developmental disabilities, etc.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.