

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PSYCHIATRIC CARE SUPERVISOR

I. DEFINITION

This is responsible supervisory work for a shift on a unit within a secure facility populated by inmates temporarily assigned from a correctional institution or by mentally ill patients committed under the criminal code. Employees in this class are responsible for the supervision of the implementation of individual treatment programming designed to bring about positive change in the residents and the maintenance of security for residents, staff and the public within the secure facility. Work is performed in accordance with established rules, regulations and policies under the general direction of a unit supervisor or other management position.

Examples of Work Performed:

- Assign and coordinate Psychiatric Care Technician schedules in multi-ward living units.
- Monitor work schedules and time sheets to ensure accuracy.
- Interpret and implement policies, procedures, and directions.
- Supervise, direct and monitor activities of subordinates.
- Coordinate, manage and supervise inmate work program in assigned units of an institution.
- Prepare, verify, and monitor inmate payroll.
- Supervise and manage inmate work crews in custodial department.
- Determine staffing needs, prepare schedules and make assignments.
- Function as member of an interdisciplinary team, ensuring the provision of active treatment plan.
- Perform special projects as assigned.
- Document activities performed and prepare reports as necessary.

II. QUALIFICATIONS

The qualifications required will be determined on a position-by-position basis at the time of recruitment. Such determination will be made based on an analysis of the objectives and tasks performed and on an identification of education, training, work, or other life experience which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.

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