

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

RESIDENT CARE SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future supervisory positions located within the Department of Health and Social Services, Division of Care and Treatment Facilities. Positions allocated to this classification assign, direct and evaluate work of Resident Care Technicians, and others as delegated, within a facility for the developmentally disabled. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This classification encompasses supervisory positions located within facilities for the developmentally disabled. For a majority of the time the positions are responsible for the resident living program on a living unit and provide first-line supervision of paraprofessional staff, and others as delegated. Positions recommend hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate employees. These positions report to a unit coordinator (e.g., Institution Unit Supervisor) who has ultimate responsibility for the development, implementation, and evaluation of the resident living program on the unit as well as supervision of professional level staff.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition of management as defined in Wis. Stats. 111.81 (13).
2. Positions which supervise professional level treatment staff (i.e. Nurse Clinician, Social Worker, Therapist) a majority of the time on a distinct unit within an institution for the developmentally disabled and who function as unit coordinator.
3. Positions which provide supervisory assistance to Institution Unit Supervisor positions within a juvenile correctional institution a majority of the time.
4. Positions which provide supervisory assistance to Corrections Unit Supervisor positions within an adult correctional institution a majority of the time.

5. Positions which provide supervisory assistance to Institution Unit Supervisor positions within a mental health facility a majority of the time.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

RESIDENT CARE SUPERVISOR

Positions in this classification perform supervisory and administrative work with responsibility for the supervision of Resident Care Technicians within a facility for the developmentally disabled, providing administrative support for the resident living program on the assigned unit and overseeing the implementation of the residents' active treatment plans by paraprofessional staff in an effort to bring about positive change in the patients or residents. Positions provide management support to the unit coordinator in a variety of capacities, including: providing orientation, training, and continuing learning experience to assigned personnel; producing and posting work schedules, monitoring sick leave, vacation, etc.; ensuring safe and appropriate treatment following policies and procedures and in conformance with resident plan of care; participating as a management representative and member of a multi-disciplinary treatment team; providing health and nutrition services to residents, documenting activities performed and preparing reports as necessary. General supervision is provided by the unit coordinator. Positions may have responsibility for supervision of a number of units on a shift or shifts within an institution or have multiple shift responsibility for a single unit and may work straight or rotating shifts.

Representative Positions:

Central Wisconsin Center: Reports to the Building 6 unit coordinator and performs the duties described in the definition statement.

Northern Wisconsin Center: Reports to the Unit 5, OG/BR, unit coordinator and performs the duties described in the definition statement.

Southern Wisconsin Center: Reports to the Unit D unit coordinator and performs the duties described in the definition statement.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.