

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
TREATMENT COORDINATOR**

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 professional supervisory positions which perform treatment coordination activities for an institution and meet the definition of supervisor contained in s. 111.81(19), Wis. Stats. 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.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional supervisory positions located in the Department of Health and Family Services (H&FS). Positions provide direction of treatment programming and services for residents and clients assigned to the supervision of the department. Treatment programming, for purposes of this classification specification, includes: social work, psychology, and other non-medical and non-custodial services.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of “supervisor” per s. 111.81(19), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions which are engaged in the direct provision of treatment services within an institution for a majority of the time and are more appropriately classified as Therapist, Physical Therapist, Occupational Therapist, Speech Language Pathologist, Audiologist, Psychologist, Social Worker, or other treatment related professional.
3. Positions which are responsible for the overall treatment programming in a distinct unit within an institution for a majority of the time and are more appropriately classified as Institution Unit Supervisor.

4. Positions which are responsible for the entire treatment program (i.e. social services, chaplaincy services, clinical services, resident care services) within an institution for a majority of the time and are more appropriately classified as Institution Treatment Director.
5. 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

TREATMENT COORDINATOR

Positions in this classification provide supervisory coordination and planning of treatment programming and services for residents of institution(s) operated by the State and may have responsibility for clients living in the community and assigned to the custody of the State (i.e. services provided at H&FS relating to community services). Positions consult with institution and/or department treatment staff regarding the plan development of treatment programs, monitoring and evaluating operations, and recommending changes as needed. Positions have responsibility for providing liaison activities on issues related to treatment programming within an institution and ensuring internal coordination of treatment efforts across multiple treatment units within the institution or performing the activities described across multiple institutions.

Representative Position:

Director of Community Services, Department of Health and Family Services: Under the general supervision of the Center Director, responsible for planning, implementing, coordinating and administering community services for the Southern Wisconsin Center. The position provides supervision to staff who provide direct or indirect community and liaison services to community agencies. Service areas include community outreach/pre-admission, admission, transitional planning, placement coordination, advocacy, and discharge services as well as operation of community based facilities.

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.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000 and announced in Bulletin CLR/SC-109 as a result of Phase Two of broadbanding non-represented positions to describe positions which perform professional supervisory treatment coordinator activities. These positions were formerly classified as Treatment Coordinator 1 and 2 created August 7, 1994.