

SOCIAL SERVICES/RECREATIONAL THERAPY SUPERVISOR

DEFINITION

Under general supervision, performs management and administrative duties; provides supervision to staff members; performs clinical duties and coordinates volunteer services; and performs other duties as assigned..

EXAMPLES OF DUTIES

Participates in management team meetings; serves on the Quality Improvement Committee; conducts audits and reviews charting, MDS data and resident care plans; formulates departmental and administrative policy and procedures; reviews and reconciles payroll; oversees the resident recreational fund; manages assigned purchase of service contracts; facilitates resident special events; monitors and coordinates the Backporch Operation; supervises numerous departmental staff; participates in unit staffing to develop treatment plans to address residents' problems; and develops a network of volunteers to assist in recreational activities.

EMPLOYMENT STANDARDS

Education and Experience: Master's degree in Social Work or Therapeutic Recreation from an accredited program; must be currently State certified as a Social Worker or nationally certified as a CTRS. A Bachelor's degree in Social Work with a CTRS or OTR certification may be substituted for the Master's degree. Plus, must have a minimum of three years supervisory experience in a clinical setting working with diverse populations such as geriatric, developmentally delayed or chronically mentally ill.

Knowledge, Skills and Abilities: Knowledge of HSS-132, HFS-34, OBRA, Medicare PPS program, MDS regulations, Medicaid standards and care planning development is essential; knowledge of management techniques and practices; knowledge of supervisory methods and practices; possession of effective oral and written communication skills; strong problem solving/team leadership and facilitation skills; ability to use a computer to generate reports and complete forms; ability to understand both the theory and applicability of social worker and recreational therapy principles.

Special Requirements: None