

**PROMOTION/TRANSFER  
VACANCY ANNOUNCEMENT  
September 14, 2016**

**POSITION:** MH-DIRECT CARE SUPERVISOR

**WORK LOCATION:** Seacrest Cottage

**MINIMUM PAY:** Actual salary will be determined by current State Personnel Board Policies.

**WORK SCHEDULE:** **SECOND SHIFT AVAILABLE – 2:00 P.M. - 10:30 P.M.**  
**(Must be able to work any shift)**

**RESPONSIBILITIES:**

This is paraprofessional work in supervising a staff of direct care workers assigned to a specific unit and shift at a state mental health program. Employees direct and train subordinate personnel in the provision of physical care and social and recreational activities for residents. Other duties include supervising the performance of general housekeeping work and writing nontechnical reports on behavior and activity. Employees make specific work assignments, review work in progress, after completion, and evaluate work performance. Detailed guidelines are provided by established policies and procedures; however, employees may be required to use a moderate degree of independent judgement on occasion. General supervision is received from an administrative superior and is exercised over Direct Care Workers, Trainees, and Alternate Supervisors.

**Examples of Work**

- Assigns general and specific tasks to direct care personnel to ensure the performance of all work required by facility policy.
- Monitors staff performance to ensure that all work is completed properly and on schedule.
- Schedules and structures on-the-job training for Direct Care Trainees.
- Writes nontechnical reports documenting behavior and activity; reviews similar reports written by subordinates to ensure compliance with facility standards.
- Supervises the cleaning of bedrooms, furniture, kitchen area and appliances, offices, common living areas and bathrooms.
- Notifies appropriate department of unit's need for assistance such as medical attention or repairs. Participates in the development of individual habilitation/treatment programs for each unit resident. Supervises the laundering and inventorying of resident clothing and personal belongings.
- Attends and participates in all related in-service training sessions.
- Related or similar duties are performed as required or assigned.

**QUALIFICATIONS:**

Graduation from a standard four-year high school or equivalent (GED), and a minimum of six (6) months experience as a MH-Direct Care Alternate Supervisor. **Applicant must attach a copy of his/her Direct Care Supervisor Program Certificate to verify completion of the DMH training program.**

**APPLICATIONS:**

Current SMRC employees who meet the minimum requirements may apply in Human Resources before 4:00 p.m. by September 20, 2016. For more information, please contact Yolanda Green, Bayview Seacrest Unit Manager at 228-867-1483.