

INSTITUTIONAL SUPERVISOR 1

GENERAL

Incumbents in this class are responsible for the custodial care and supervision of a group of residents in Provincial Institutions. Through the operation of shifts incumbents are responsible for care, cleanliness, conduct, discipline and supervision of residents with a rehabilitative process as the ultimate goal. Light housekeeping and cooking or such other duties are necessary on particular shifts. Work is outlined by supervisor, but incumbent will be expected to work independently once trained.

TYPICAL DUTIES

Incumbents are in charge of a group of residents and are responsible for preparation of light meals, tidying of their rooms, personal hygiene and proper dress, etc., of residents.

In charge of a group of residents, not engaged in classrooms, and supervises deportment, recreational activities, study periods, meal times, etc.

Accompanies children to hospital, doctors, etc., as scheduled by professional staff; takes residents shopping for personal items.

Performs routine household tasks such as laundry, mending, light food preparation, etc.

Prepares and maintains records of all events of a shift.

May be required to maintain security of area.

Provides emotional support to distressed residents.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Some knowledge of the treatment of the maladjusted individual in society and how they are likely to react in particular situations.

Ability to supervise residents in personal hygiene, conduct, etc.

Ability to understand the problems of adjustment the residents may encounter and to assist them in their solution.

Education, Training and Experience

Educational and intellectual maturity to relate to residents with some previous experience in custodial and housekeeping duties.

Physical Standards

Physically capable of performing the duties assigned.

INSTITUTIONAL SUPERVISOR 2

GENERAL

Incumbents in this class act as a Section Supervisor and are responsible for supervisory and custodial work in the care of residents in Provincial Institutions. Incumbents are also involved in the planning and scheduling of activity programs. They exercise supervision over Institutional Supervisors 1 or other staff performing custodial or housekeeping duties.

TYPICAL DUTIES

Supervises subordinate staff in an institution by training and assigning work and making inspections of the work performed.

Assists in planning and participates in recreational facilities and hobby projects by residents.

Arranges and supervises programs designed to assist residents in their domestic training, social and personal relationships and personal hygiene.

Assists the residents with their adjustment problems.

Assumes responsibility for housekeeping tasks such as laundry, food planning and preparation, etc.

Prepares reports and maintains records.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of simple business practices and supervisory techniques.

Knowledge of the maladjusted resident in society and how they are likely to react in particular situations.

Ability to relate and understand the adjustment problems of residents and to assist them in their solution.

Education, Training and Experience

Educational and intellectual maturity to relate to residents with considerable experience in custodial rehabilitative work.

Physical Standards

Physically capable of performing the duties assigned.

INSTITUTIONAL SUPERVISOR 3

GENERAL

This is very responsible supervisory and custodial work in the care of residents in Provincial Institutions. This employee acts as the senior supervisor and thus assumes total responsibility for the care of the residents. This class is distinguished from the preceding one by the increased responsibility assumed over the residents and the greater role played in the policy setting phase of the institution. Supervision is exercised over a large household staff. Work is reviewed by senior Branch Officers with regard to conformance to policy.

TYPICAL DUTIES

Supervises staff and co-ordinates activities in the institution such as food preparation, laundry, meals; staff selection, training and review.

Assumes responsibility for the conduct of the residents; supervises activities in which they engage; assists them in the solution of personal problems; disciplines the residents when necessary.

Establishes and maintains relations with other government agencies and the public in general; develops an acceptable image of the institution.

Responsible for control and use of recreational and hobby supplies and equipment.

Prepares reports and maintains records for all activities.

Maintains case records and progress reports on residents.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Considerable knowledge of the maladjusted individual in society and how they are likely to react in particular situations.

Knowledge of the simple practices of business and supervisory techniques.

Ability to understand the problems of the residents and to assist them in their solution; ability to discipline the more resistant residents and help them adjust to life at the institution.

Ability to initiate effective interaction with other sections of the government and outside agencies.

Ability to co-ordinate activities.

Education, Training and Experience

Educational and intellectual maturity to relate to residents with extensive experience in custodial rehabilitative work.

Physical Standards

Physically capable of performing the duties assigned.