

CARE EDISON LLC

JOB DESCRIPTION

Job Title: House Manager
Department: Management
Reports To: Program Coordinators
FLSA Status: Non-Exempt
Preparation Date: March 3, 2021
Reviewed By: Executive Committee
Approved By: Executive Committee

SUMMARY

Directs and coordinates activities of the recipient in accordance with DDS is responsible for the supervision, coordination, and monitoring of the services provided by the contract agency to a service recipient. The Home manager is accountable to the Program Coordinator for the implementation of the Home manager's job responsibilities to maintain and assure the continual efficient functioning of the home.

ESSENTIAL DUTIES, FUNCTIONS and RESPONSIBILITIES

To supervise support staff assigned to the site.

To recommend to the Program Coordinator the commending, disciplining and termination of members of the staff and to submit all related paperwork.

To assure that all shifts are properly manned with qualified staff per requirements in the IP of the service recipient's contract.

To assure there is an appropriate supply of food for the site's service recipients and it is stored and maintained in a safe and sanitary manner.

To maintain a four-day emergency food supply which shows the date acquired. This supply is to be rotated every six months.

Document and consult with the Program Coordinator on all problems affecting the home, i.e. staffing, behaviors, canceled activities, transportation problems, medication errors, etc.

To assure the following Emergency Policy and Procedures are complied with by all staff at the site.

- a. One fire drill to be conducted on each shift every month and documented on the "Fire Procedure" Form.
- b. One tornado drill to be conducted at least once each shift, early in the tornado season (April-June).
- c. Conduct a check once every week and document the operational ready status of smoke alarms, flashlights (or other emergency lights as required) and fire extinguisher(s) to ensure they are fully functioning.

To monitor and review the service recipient's programs daily to ensure all staff are properly documenting program related actions and activities. Any shortcoming in data collection or implementation is to be brought immediately to the attention of the Program Coordinator for direction.

Responsible to submit all required monthly information/documentation as required by the operations office.

To responsibly maintain and send petty cash and keep appropriate records and receipts according to agency policies and procedures.

To monitor expenses and money spent to assure the operation of the home remains within the budget for the home.

To ensure the staff members know how to fill out and maintain time sheets, correctly prepare and complete their time sheets and that they turn these into the main office at the appropriate time.

To ensure staff members know how to fill out and maintain Mileage Reports accurately, according to agency policies and procedures and to ensure these are prepared correctly and turned into the main office as required.

To ensure Incident Reports are documented and completed accurately, according to agency policies and procedures, and assure these are turned into the designated Program Coordinator within 24 hours of the incident.

To attend all staff meetings, monthly Home Manager Meetings and other meetings as required by the Program Coordinator.

To accurately work and perform all duties and required actions during the hours assigned and required by the Home Budget.

To preview, monitor and authorize all expense requirements before the money is spent by staff for items required in the home.

Document and consult with the Program Coordinator on all problems affecting the home.

Will be responsible to coordinate home staff meetings and report on home operations to the Program Coordinator monthly.

Will be responsible to participate in committee meetings as assigned.

Will act consistently as an appropriate role model for all staff and service recipients.

Will be an advocate for all service recipients at all times.

Will assist the Program Coordinator in providing emergency backup coverage.

May delegate duties to direct care staff to assure the quality of the home environment and welfare of the residents.

Will orientate and train all new staff to the individual needs of the home and service recipients and provide all required documentation of completed training.

Will coordinate schedules for meeting service recipients' medical, dental, psychological and general needs.

Will be directly responsible for on-going home van maintenance.

Will maintain the service recipient's medical and program records accurately.

Will maintain an adequate supply of the service recipient's medications.

Will maintain positive working relationships with service recipients, peers, Interdisciplinary Team members, guardians, and other professional agency personnel.

Will implement disciplinary action as stated in Innovative Home Care Foundations guidelines upon approval by the Program Coordinator.

Will complete all tasks delegated to them by their Program Coordinator.

To carry out all other assignments required by the operation of the home, in the interest of the service recipient, or as needed in the operation of the agency and as required by the Program Coordinator.

To ensure full and complete compliance with all City, State and Federal laws.

Complete any other duties deemed necessary by management.

SUPERVISORY RESPONSIBILITIES

Supervises staff in home to ensure recipients' plans are being followed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LEADERSHIP, CHANGE MANAGEMENT and PERSONAL EFFECTIVENESS

Demonstrates a strong self-initiative and self-motivation.

Demonstrates the ability to influence and enlist support.

Demonstrates ability to coach subordinate personnel.

Demonstrates effective time, organizational and prioritization skills.

Demonstrates team skills and respects differences.

Demonstrates adherence to professional standards including ethics, confidentiality, privacy and conflict of interest.

EDUCATION and/or EXPERIENCE

Individuals must be at least 18 years of age; a high school diploma is preferred. Must have at least six months' experience working with developmentally disabled individuals.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER QUALIFICATIONS

Three- letters of reference.

CERTIFICATES, LICENSES and/or REGISTRATIONS

Maintains a valid Driver's License, reliable vehicle with insurance coverage in accord with state and agency requirements.

TRAINING

Foundations, ETL 1, Job Specific, Health care Coordinating training, Residential Health and safety course, Individual plan module, Quality Assurance Module, M.A.T, Individual specific Training, MOPI, and completes all direct care support staff training in accordance with OAC 340:100-3-38.1

Annual training complete 20 hours of approved training to include 12 hrs. of supervisory training if supervise staff.

PHYSICAL DEMANDS

Includes Standing and Walking/Bending/Carrying/Lifting/Hand/Finger

Dexterity/Kneeling/Vision/Hearing

Sedentary ___ Light ___ Medium ___ Heavy X Very Heavy ___

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS

Includes Exposure to hazardous risks, work environment conditions

Low ___ Moderate X High ___

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Very limited exposure to physical risk.

SECURITY

Adheres to the agency's Confidentiality, Privacy and Conflict of Interest policies and procedures.

SUPERVISION RECEIVED

The House Manager is hired by Human Resources and supervised and evaluated by the Program Coordinators.

House Manager

Date

Senior PC

Date

Human Resources Director

Date