

## HOME MANAGER

REPORTS TO: Homes Lead Manager/QIDP

SUPERVISES: Designated Home Staff

JOB OBJECTIVES: Become a liaison between Home staff and Homes Lead Manager/QIDP. Manage and supervise both staff and clients. Responsible for providing overall client programming ensuring the health & safety of home residents.

STATUS: Exempt - refer to personnel policies for detailed explanation.

### ESSENTIAL JOB FUNCTIONS:

- Become the liaison between Home staff and Home Lead Manager/QIDP;
- Develop & distribute work schedule for the designated Home staff and communicate staff needs/concerns to supervisor;
- Monitors/approves ADP for designated staff - check daily, change schedules if needed and input new schedule and changes and meet with ADP system manager as directed by supervisor when needed.
- Direct, supervise, schedule, instruct, coordinate, evaluate designated Home staff and ensure required training for staff is met per funding source guidelines;
- Train all new staff on "new staff orientation" sheet; client specific training
- Ensure all required monthly paperwork is completed and filed in a timely manner;
- Maintains accurate detailed personal spending data and provides to Fiscal monthly;
- Check bank statements monthly; ensure residents financial resources are below current maximum amount
- Assist in creating, revising and implementing client ISPs & behavior plans; teach, plan, schedule, organize, coordinate, assign and participate in client activities; assist with instructing clients in daily living skills; complete functional assessments
- Provide behavioral intervention as needed, including behaviors of different levels of intensity;
- Follow Medication Administration Policy & Procedures;
- Provide assistance with completing essential chores such as: housekeeping, other errands essential to housekeeping, prescription pick-up, oversee meal preparation/nutrition, shopping, including planning and putting food away;
- Accompany and assist individual in accessing community resources, doctors appointments, shopping and related activities; may require driving to/from;
- Assist with extension of therapy services, ambulation and exercise;
- Ensure the clients' home is maintained in a clean, safe and sanitary condition;
- Plan, assist and participate in emergency safety drills;
- Perform and provide CPR and first aid as needed;
- Serve as client advocate to ensure clients' civil and human rights are protected;
- Attend and participate in agency and job-related meetings and training;
- Follow JRDS Client Information Privacy & Security policies & procedures;
- Follow JRDS Personnel Policies & Procedures;
- Perform any other duty within the scope of the job as assigned by the supervisor.

### CRITICAL SKILLS/KNOWLEDGE/ABILITIES:

- Thorough knowledge of procedures used in performing duties;
- Thorough knowledge of federal, state and agency guidelines, source materials and references relating to and governing the Supported Living program;
- Thorough knowledge of Universal Precautions;
- Working knowledge of behavior management techniques and methods;
- Ability to effectively communicate verbally and in writing with supervisor, board members, co-workers, clients and the general public;
- Ability to maintain effective, cooperative and productive work relationships;
- Ability to maintain and complete appropriate records and reports for federal, state and regulatory requirements;
- Attend and participate in agency/job-related in-service, training, meetings;
- Ability to establish and enforce standards for self and clients;
- Ability to develop and implement ideas with supervisory approval;

- Ability to compose, complete, and maintain required paperwork;
- Ability to effectively request and maintain agency materials/equipment;
- Ability to perform and provide CPR and first aid;
- Ability to effectively prioritize work;
- Ability to anticipate problems and initiate corrective action;
- Ability to make practical application of policies/procedures to assigned tasks;
- Ability to legally and safely operate a motor vehicle.

JOB STANDARDS: High school equivalent. CPR and First Aid certification required. Must submit to Mantoux (TB) testing prior to beginning employment. Must be willing to receive training in aggression management/crisis intervention. Excellent work references required.

EQUIPMENT: Ability to operate office equipment, including fax, copier, telephone, two-way radio, calculator, other office equipment. Must be able to legally and safely operate a motor vehicle, including wheelchair lift van.

RESPONSIBILITY: Work is assigned by supervisor and may consist of detailed instructions. Assignments are usually carried out using standardized procedures. When guidelines do not exist, good judgment should be exercised in selecting and adapting methods/procedures to fit unusual or complex situations, and supervisor is to be advised/consulted on concerns about new/unique tasks. Essential job functions (expectations) are subject to change per state regulations and/or client or program needs. Many clients served are unable to stand, walk, or bear weight and need assistance which could require physically lifting or transferring. Some clients may be wheelchair bound.

HEALTH AND SAFETY: Employee is to assure health and safety of self and others by following all applicable agency policies, laws, and regulations. The following policies apply: posted health and safety policies, Universal Precautions, Emergency Action Plan; however, this list is not all inclusive and may be changed as required. All staff are evaluated on health and safety, and will be disciplined for violating policies. Employee is to participate in required training, which may include appropriate agency drills (i.e. fire, tornado, evacuation, etc.).

PERSONAL RELATIONSHIPS: Duties are performed alone or directly with clients, client families, supervisor, co-workers, and the general public in a cooperative effort in achieving objectives and answering questions.

Signatures below indicate review of the job description

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date