

POSITION: House Manager

Fulltime: 32 hours

IMMEDIATE SUPERVISOR: Chair, Personnel Committee

MINIMUM QUALIFICATIONS: High School Diploma (**bachelor's degree preferred**) and at least one year of supervisory experience

OTHER QUALIFICATIONS: The ability to communicate clearly in oral and written form. A valid driver's license and a driving record that meets risk management requirements. The physical ability to assist in lifting residents. Professionalism in dress and conduct, as well as an appropriate representation of the agency through adherence to office etiquette standards, is required. The position will include some work in the evenings and on weekends.

Position Summary: Responsible for the interviewing, training, development, and supervision of DSPs (Direct Support Professionals), ensuring professional services as outlined in ISPs (Individual Service Plans). Facilitates DSP training and ensures that requirements are met. Responsible for day-to-day issues regarding assigned supervisory and program issues that may arise. The position entails a high degree of accountability and consequence for error. The job duties and performance expectations are based on the mission, vision and core values of the agency.

Primary Responsibilities:

Person-Centered Planning and Services

1. Hire and manage DSPs and work with additional stakeholders (physical therapists, nurses, physicians, etc.) to ensure complete implementation of ISPs.
2. Participate in the annual ISP meeting for each resident
3. Train, observe, monitor, and provide feedback to staff regarding the implementation of the ISP goals. (Train staff on ISPs and ensure that all goals are communicated accurately in the documentation.)
4. Ensure that documentation is maintained, reviewed, and approved to complete monthly reviews submitted to ISP coordinator by the 20th of every month. Submit annual documentation reviews when requested by the Individual Service Coordinator (ISC)
5. Develop an individual relationship with each resident, gaining an understanding of their unique needs and interests
6. Understand, adhere to and expect all staff to comply with the policy and procedures as outlined in the Homeplace Policies & Procedures Manual
7. Develop and maintain relationship with key member of each family. Ensure that family members received regular updates, especially when there are changes in medical status of their resident

Health & Safety

1. Ensure the medical needs of individuals are met. (Following up on noted medical

- concerns, providing current and accurate documentation and communication relating to the individual's medical needs and ensuring doctor visits are completed, prescriptions are filled (picked up & dropped off promptly)
2. Ensure that all medical treatment, supplies, and equipment are ordered, delivered, and stocked promptly
 3. Complete weekly medication reviews to ensure medications are being administered by the agency's policies and procedures for medicine
 4. Ensure that incident reports are completed, submitted and recorded promptly, utilizing new form
 5. Maintain an appropriate environment at the house; including attention to maintenance requests and monitoring the overall cleanliness of the home, the yard and the vehicle

Financial Supports

1. Manage individual personal accounts and resources; including tracking monthly groceries, supplies, and personal expenditures of each resident —tracking all data on receipts and totals in Therap.
2. Manage and track operations expenses
3. Complete and regularly update the individual property checklist for each resident
4. Ensure that Homeplace's financial representative payee for service recipients are paying bills promptly, food stamps are renewed bi-annually and social security paperwork is completed as needed

Supervision

1. Schedule and facilitate monthly staff meetings to convey pertinent information promptly
2. Train, monitor, and update supervisees on all aspects of direct service provisions. Ensure high-quality services are provided based on individual service plans (training to include orientation, online staff training, etc.)
3. Schedule, review, manage, and approve all clock hours, leave hours and over-time by the staffing and supervisory plan and submit monthly payroll accordingly.
4. Responsible for all aspects of the supervisory caseload, including the development and discipline of supervisees (including coaching, mentoring and completion of evaluations within established timelines).
5. Responsible for establishing positive internal/external working relationships with all stakeholders.
6. Provide prompt information to supervisees and communicate constructive and timely
7. feedback respectfully and honestly.

Secondary Job Duties

1. Recruit new direct care prospects by posting positions, scheduling interviews with a board member, completing background/reference checks
2. Ensure that home is well stocked with needed items (schedule weekly grocery trips and quarterly food bank visits within the guidelines of the household budget.
3. Ensure that monthly state-mandated inspections (emergency drills, vehicle checks, home inspections) are complete and documented.
4. Complete regular "unannounced" visits during each shift (including overnight).
5. Frequently review and always adhere to each aspect of the Homeplace Policy and Procedure Manual

6. Complete additional duties as assigned.

“I understand and agree to the requirements outlined in this job description.”