

RESIDENT HOME ASSOCIATION Position Description for: HOME MANAGER

Prerequisites and Qualifications:

This position requires the ability and skill to insure the implementation of specific programs designed to promote the development and habilitation of the residents of RHA, including the ability to develop positive relationships with program participants. It requires working knowledge of RHA policies and procedures and the Ohio Department of Developmental Disabilities Rules and Regulations established for resident treatment and development programs. The manager position requires the skills necessary to apply advance or specialized procedures and techniques relative to the provision or personal care services, treatment, growth and habilitation of residents as well as the ability to function in a leadership capacity with subordinate staff members.

A four year degree in a related field is preferred; however appropriate training work and supervisory experience shall be a consideration.

General Description of Duties

A full-time position, the Home Manager is responsible for the operation of a family home facility/facilities, and is directly responsible to the Program Manager. S/he is responsible for supervising and coordinating the work of staff assigned in the home(s); provides direct care and services for the residents; participates in the development and implementation of service plans and assists with the orientation and training of less experienced home staff, volunteers and community groups in cooperation with the Staff Trainer. S/he must be an excellent record keeper.

Special Duties

1. Supervision of staff
 - a. Monitors staff training needs and informs Program Manager/Trainer to arrange training as needed; develops training schedules for new employees.
 - b. Supervises the performance of DSPs; prepares probationary and annual evaluations in conjunction with the Program Manager; makes recommendations for hiring, promoting and disciplinary action to the Program Manager;
 - c. Holds responsibility for the development and assignment of staff schedules for accomplishing tasks including menu planning, food preparation and household duties; responsible for staff coverage insuring resident supervision 24 hours a day, informs Program Manager of alterations of approved work schedules.
2. Medical:
 - a. Provides or arranges for basic health care including first aid and routine treatment procedures as specified by medical personnel; insures reporting and documentation of details of illness and resident response to medical treatment.
 - b. Has responsibility for procuring, dispensing, and monitoring medications and maintaining medication records.
 - c. Insures all health care appointments are completed as ordered by the providers and attends to new health concerns promptly.

3. **Financial**
 - a. Submits requisitions for household needs; monitors ordering, purchasing and receipt of food and other supplies; maintains a current inventory on all household furnishings, program materials and resident possessions.
 - b. Participates in implementation of home budget; responsible for operating within budgetary guidelines; promptly brings budgetary issues to the attention of the Executive Director.
 - c. Insures maintenance of accurate and complete records of residents' financial income and expenditures. This includes electronic recordkeeping (Quicken).
 - d. Monitors time and mileage records for accuracy;
4. **ISP, habilitation and behavior support**
 - a. In consultation with the Program Services Coordinator and with assistance from other team members, assists, implements, monitors, and reports on individual's programs and development of daily living skills.
 - b. Develops and monitors daily activity schedules; assures that the ISPs, activities and other appointments are completed as scheduled by staff.
 - c. Observes behaviors, advises interdisciplinary team members of behaviors and reactions to habilitation and treatment programs through both written and verbal means; keeps programmatic data and enters progress notes into appropriate records; records and/or summarizes programmatic data with may include charting, graphing and other special narrative reports. This may include electronic recordkeeping.
 - d. Insures routine family contact as desired by the residents; informing RHA team members of issues involving the family and/or guardian.
 - e. Works with support staff to coordinate internal and external resources; makes recommendations, monitors programs, and serves as a model to assist in developing appropriate behaviors, appearance and agency/community standards.
 - f. Makes recommendations to RHA support staff concerning resident placement, transfer or discharge.
5. **Home care**
 - a. Assures the maintenance of a safe, secure, clean and orderly home environment; reports maintenance needs to appropriate personnel.
6. **Other administrative duties**
 - a. Insures, at all times, the maintenance of accurate and current home files including ISP folders and resident files.
 - b. Remains informed on licensure and other applicable RHA and County Board, State and Federal requirements to insure compliance; participates in licensure inspections and other reviews.
 - c. Submits reports and attends meetings as requested by the Program Manager.
7. **Performs other miscellaneous duties as necessary to the operation of the facility.**

Revises: 9/22/15