

POSITION: Residential House Manager

ORGANIZATION: Hopewell Center DIVISION: Residential Services

STATUS: Full-time

FLSA STATUS: Non-Exempt

WORK SCHEDULE:

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS:

Oversees the operations of group homes and personnel;
Reviews and monitors program data collection;
Oversees and monitors client finances;
Monitors all client medical charts;
Performs duties of Residential Supervisor, as needed;
Prepares work schedule and reviews time cards;
Attends staff meeting, providing input and ideas;
Oversees the maintenance of group home and Center vehicles;
Maintains inventory of resident clothing needs;
Maintains communication with family and friends of clients;
Attends quarterly and annual meetings with residents;
Oversees the purchase of group house supplies and equipment;
Attends prescribed training on programs;
Attends applicant interviews and performance evaluations;
Transports residents to various destinations as directed;
Responds to emergencies situations as needed;
Performs related duties as assigned.

REQUIREMENTS:

Must possess a high school diploma or its equivalence;
Knowledge of proper methods to train developmentally disabled individuals;
Knowledge of crisis intervention techniques;
Knowledge of laws and regulations governing the operations of group homes for developmentally disabled individuals;
Knowledge of Individual Program Plans (IPPs);
Ability to review all client accounts and financial records;
Ability to maintain and review records of client activities;
Ability to review and monitor program data collection, enter new programs into data books, and reconcile data;
Ability to oversee the operations of assigned personnel;
Ability to follow all personnel policies and rules of the organization;
Ability to maintain confidentiality;
Ability to respond to emergency situations 24 hours a day.

LICENSE/CERTIFICATION NEEDED:

Ability to satisfactorily complete all necessary in-service training, and ability to obtain CPR and basic first aid and medication administration certification;
Possession of a valid driver's license and a demonstrated safe driving record.