

House Manager

Classification: Exempt
Reports to: Site Manager
Location: Hermiston / Milton-Freewater / Pendleton (circle one)

Job Description

Objective

Assure provision of assigned aspects of Supported Living and 24-hour support services to individuals with intellectual developmental disabilities in a group home setting, including: assuring the development and implementation of Individual Support Plans (ISPs), assuring compliance with Licensing rules, providing supervision and oversight for Direct Support Staff.

Essential Responsibilities and Duties

Medical

- Demonstrates knowledge of Horizon's medical procedures.
- Monitors for accurate and appropriate dispensing of medications and treatments on Medication Administration Records (MARs) and assists with dispensing as needed.
- Assures appropriateness and accuracy of all medical documentation and necessary follow up.
- Provides oversight of medication ordering, storage, packaging, delivery, dispersal, and check-in.
- Disposes of controlled medications as needed and per company policy.
- Notifies supervisor of any unusual or serious medical issue and involves nursing as appropriate.
- Assures follow up from all appointments, tests, and consultations.
- Responds to medical emergencies, following procedures.
- Monitors adherence to blood borne pathogen procedures.

Financial

- Demonstrates knowledge of company financial procedures.
- Monitors reimbursement for grocery and activity accounts.
- Monitors and assures accurate client financial records following policy, rules, and ISP guidelines.

Safety and Programming

- Reports any suspected abuse, neglect, or exploitation of clients.
- Demonstrates knowledge of emergency procedures.
- Assures that timely and accurate evacuation drills records are maintained.
- Assures that safety checklist report is completed monthly.
- Assures that the home and grounds are maintained in accordance with standards.
- Demonstrates working knowledge of ISP system.
- Develops clients' individual support plans (ISPs).
- Assures adequate staffing levels for each residence – will require you to work shifts, or portions of shifts, to maintain staffing minimums if other coverage cannot be found.
- Monitors staff documentation and training techniques, providing re-education for staff as necessary.
- Provides weekly scheduling for employees and reviews for accuracy and efficiency.
- Attends client annual ISP meetings, initiates changes as needed.
- Uses Therap system to monitor records in all areas.

- Facilitates staff meetings on a regular schedule – minimum of once monthly for supported living and twice per month for 24 hour programs.
- Maintains valid CPR/1st Aid certification.
- Adheres to all company policies and procedures.
- Communicates with staff, clients, client families, professionals, and the public – documenting these conversations as necessary for future reference.
- Assures vehicles are kept clean and maintained.
- Assures emergency procedures and supplies are available.
- Assures maintenance and cleanliness of adaptive equipment.
- Assures recreational and vacation opportunities for clients.
- Assures that client personal hygiene needs are addressed.
- Assists clients in understanding rights and responsibilities and Horizon’s grievance procedure.
- Works independently without direct supervision.
- Performs “on call” responsibilities as assigned.

Supervisory

- Provides orientation to work site and training for new and existing employees.
- Works with Human Resources to assure staffing needs are met.
- Provides annual performance appraisals to employees.
- Assures accurate time sheets for submission to Payroll by reconciling to schedules.
- Supervise assigned employees dealing with performance issues as needed and in a timely manner.
- Regularly communicates with supervisor.
- Spends time in the group home, varying the times and days to routinely include swing shift, weekend, and night shift hours in order to monitor quality of service, provide direct feedback and training to all staff and to observe clients in their homes.

Other Duties

- Meets regularly with supervisor and provides weekly staffing schedules.
- Participates as a member of the management team.
- Accepts supervision.
- Cooperates regarding changes in schedule, location, or routine.
- Follows through on assigned tasks.
- Provides or assists with transportation to scheduled appointments or activities using company vehicles.
- Reports accidents and citations immediately using applicable forms and procedures.
- Assures proper archiving and storage of documents.

Qualifications

- Experience, Competencies, and Education

Work Schedule

The normal work schedule may vary due to residential requirements of 24-hour service provision. Exact schedules are determined by changing needs and assigned by management. It is the attendance standard of the employer that all time off will be granted per company policy based on availability of accrued time and agency need.

Physical Demands

Physical demands include assisting in all aspects of activities of daily living for clients, transporting clients, and travelling from location to location as needs dictate.

Work Environment

This is primarily an office job; however, it will involve interaction with intellectually and/or developmentally disabled individuals which can result in physical contact and/or verbal exchanges.

Other Requirements

All positions with Horizon Project, Inc. require that the employee have and maintain a valid driver license; be insurable by Horizon's auto insurance carrier; and, meet and maintain driver eligibility standards as outlined in Horizon Project's Employee Handbook.

Entry level supervisory position requiring scheduled oversight, by the site manager, on a weekly basis. Successful completion of organized in-service training provided by employer as well as on-the-job training as assigned.

Acknowledgement

Your employment is at-will. This means that you may resign your position at any time, for any reason. In turn, Horizon Project, Inc. may terminate your employment at any time for any lawful reason, with or without cause.

I understand that this document does not constitute a written contract for employment and that no one other than the CEO of Horizon Project, Inc. has the authority to enter into any such contract.

I have read and understand the above job description and agree to perform the job duties to the best of my ability.

Employee Signature: _____ Date: _____

Employee Name Printed: _____

I have reviewed the job description with this employee.

Supervisor Signature: _____ Date: _____

Supervisor Name Printed: _____