

Site Manager

Classification: Salary, Exempt
Reports to: Associate Director
Location (Circle One): Hermiston / Milton-Freewater / Pendleton

Job Description

Objective

This position offers the unique opportunity to be intimately involved at all levels of decision making within Horizon Project and to support activities effecting policy and funding at local and state levels. The individual in this position will gain deep understanding of executive management and leadership and the supports required for organizational success while gaining leadership and facilitation skills of her/his own. The individual in this position will have frequent contact with clients, some who can be physically and verbally assaultive.

Essential Responsibilities and Duties

Job Functions

- Assures the provision of assigned aspects of residential supports to individuals with developmental disabilities in various homes and apartment settings, including clean and safe living environments.
- Manages Residential Coordinators, House Managers, and/or Direct Support Professional 2s in supporting the clients in various daily living activities – at Horizon’s facilities and in the community.
- Assures development and implementation of Individual Support Plans (ISPs) and provides training and support for Residential Coordinators, House Managers, Direct Support Professional 2s, office support, and/or lead staff as assigned.

Financial

- Assists in developing a budget for program/staffing expenses.
- Notifies Associate Director of need for program purchases and approves program purchases as needed, following company procedures.
- Assures that Residential Coordinators and House Managers follow financial procedures for clients and for accounts in the houses for food and activities.

Medical

- Oversees all documentation and supports for medical issues with clients.
- Assures that Residential Coordinators and House Managers are trained to respond to medical emergencies and to follow procedures.
- Assures that all employees adhere to blood borne pathogens procedures.

Safety and Programming

- Assures practice of emergency procedures by each program site in Pendleton.
- Ensures the completion of, and accurate documentation of, all required drills and checklists.
- Follows maintenance requisition procedures, reviews, requests, and forward to Associate Director for approval if applicable.
- Maintains residential homes according to OSHA approved standards and health and safety standards in OARs. Assures that these standards are followed at all work sites in their area.
- Demonstrates working knowledge of reporting systems.

- Assures development of Individual Support Plans (ISPs) for all clients and assures implementation, documentation according to OARs.
- Provides Residential Coordinators and House Managers with assistance in program planning and scheduling as appropriate.
- Provides training in policies and procedures.
- Facilitates routine Program meetings and provides Associate Director with notes.
- Attends client annual ISP meetings as appropriate.
- Assures monthly client meetings and annual satisfaction surveys.
- Notifies Associate Director of any programming changes.

Supervisory

- Provides orientation and ongoing training for new and existing Residential Coordinators and House Managers.
- Provides formal review and sign off for staff evaluations.
- Works with Residential Coordinators and House Managers to develop staffing schedules.
- Assists in interviewing and hiring new employees for Residential and Supported Living programs.
- Oversees Residential Coordinators and House Managers to insure lawful and appropriate response to performance issues.
- Regularly communicates with Associate Director.
- Approves and monitors accurate completion of General Event Reporting (GER), assists with follow up, including GER Summaries. Ensures necessary documentation is attached when needed and provides administrative approval of GER.
- Provides oversight of all client related documentation via the THERAP System and other sources of communication documents.
- Provides or assists with scheduling/assigning vehicles for transportation as needed in the Residential program. Coordinates scheduling/assigning vehicles for transportation with Employment Manager, as needed.
- Participates as a member of the Horizon management team.
- Participates with Associate Director in hiring Assistant Site Manager (Pendleton only), Residential Coordinator, and House Managers as needed.
- Supervises the following positions directly: Assistant Site Manager (Pendleton only), Residential Coordinators, House Managers, Direct Support Professional 2s, Office Specialist, and/or lead staff, as assigned

Training

- Coordinates with Staff Training & Development Manager to ensure Horizon's staff development.
- Conducts the New Manager training to all new Horizon Project management staff, as assigned.
- In partnership with Staff Training & Development Manager, work to update the New Manger training program, keeping the content reflective of current Horizon Project policy, procedure, and practices.
- Ensures Mandatory OIS training for new employees and on-going reviews and re-certification training for current employees are completed in a timely manner.

Additional Duties

- Works independently without direct supervision.
- Communicates positively and clearly with staff, clients, families, CDDP, and the public.
- Cooperates regarding changes in schedule, location, or routine.
- Follows through on assigned tasks.
- Accepts supervision.
- Follows transportation safety guidelines when operating company or personal vehicle during work.
- Reports all on-the-job injuries and/or vehicle accidents to appropriate person immediately, using applicable forms and procedures.
- Informs Associate Director and CEO of building maintenance needs for group homes and administrative offices, as needed.
- Adheres to confidentiality standards and mandatory abuse reporting guidelines.

Qualifications

- Must have High School diploma or equivalent, with a minimum of two years of management and leadership experience; preferably in the area of serving persons with disabilities.
- Must successfully complete organized in-service training that is provided by the employer, as well as on-the-job training as assigned.
- Must complete state training regarding the Oregon Intervention System and the Individual Support Plan system as required.

Work Schedule

The normal work schedule may vary due to individual program work schedules and the need to schedule monitoring. It is the employment standard of the employer that all employees be present and on time for each work period that they are scheduled to work. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency, or vacation.

The Site Manager will receive after hours (evenings & weekends) calls in response to notifications outlined in Horizon Project's policies and procedures, and in the case of emergency situations.

Physical Demands

Physical demands of the job include constantly (2/3 or more of the time) moving from location to location – such as when you are providing training and providing direct supports to client as necessary.

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.

Employees are required to attend staff meetings and any other training as assigned. Within 90 days of hire, employee must obtain certification in CPR and First Aid training and maintain on-going certification thereafter.

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: _____