

## Weekend Manager

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

### Job Description

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#### Objective

Assure provision of assigned aspects of 24-hour support services to individuals with intellectual or developmental disabilities in group homes and supported living settings, including: assisting in maintaining a clean, safe living environment; meal preparation; and supervising, training, and assisting the individuals in various aspects of their lives. Assure compliance with Licensing rules. Provide supervision and oversight for Direct Support Staff. Assures adequate staffing levels for each residence.

#### 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 Record and assists with dispensing as needed.
- Assures appropriateness and accuracy of all medical documentation and necessary follow up.
- Provides oversight of medication delivery, dispersal, and check-in (in emergency situations).
- Disposes of controlled medications as needed and per company policy.
- Notifies supervisor of any unusual or serious medical issue and involves nursing as appropriate.
- Responds to medical emergencies, following procedures.
- Assures emergency medical appointments are entered into Therap and consults are printed for the medical professional's instructions. Ensure the physician order is obtained and attached to the MAR.
- Assures that client medications are ordered as needed (in emergency situations), obtained and entered into Therap for administration.
- Assures proper packaging of client medication as needed for off-site use.
- Monitors proper storage of medication and treatments.
- Monitors adherence to blood borne pathogen procedures.

##### Financial

- Demonstrates knowledge of company financial procedures.
- 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 homes and grounds are maintained in accordance to standards.
- Demonstrates working knowledge of ISP system.
- Contribute to clients' ISPs.
- Assures adequate staffing levels for each residence – will require you to work shifts, or portion 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.

- Has knowledge of weekly scheduling for employees and provides weekend scheduling, as deemed necessary for client supports; reviews for accuracy and efficiency.
- Uses THERAP system to monitor records in all areas.
- Maintains valid CPR/First Aid certification.
- Adheres to all company policies and procedures.
- Communicates with staff, clients, client families, professionals, House Managers/Residential Coordinators, Site Manager 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 and up to date.
- 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.
- Assures maintenance and cleanliness of adaptive equipment.
- Assures that clients attend recreational activities and/or employment commitments as scheduled.

### Supervisory

- Provides orientation to work site and training for new and existing employees.
- Works with Human Resources to assure staffing needs are met.
- Contributes to annual performance appraisals in partnership with management team.
- Assures accurate time sheets for submission to Payroll by providing weekend schedules to House Manager/Residential Coordinator(s).
- Supervises weekend employees, dealing with performance issues as needed and in a timely manner in partnership with the employee's direct supervisor.
- Regularly communicates with supervisor.
- Expected to spend office hours in the residential homes, 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.

### Additional Duties

- Meets regularly with supervisor and provides weekend 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 citation immediately using applicable forms and procedures.
- Assists House Managers & Residential Coordinators by filling shifts for the following week (if needed). Eventually, this position may become responsible for all scheduling for the Site.

### **Qualifications**

- Must have previous supervisory experience (6 months or more) managing 5 or more employees.
- Successful completion of organized in-service training provided by employer, as well as on-the-job training as assigned.

**Work Schedule**

Typical office hours would be Friday – Sunday 8 am – 4 pm and Monday 8 am – 12 pm with on-call hours starting at 4 pm Friday and ending at 8 am Monday. However, the normal work schedule may vary due to residential requirements of 24-hour service provision; exact schedules are determined by changing needs and may be assigned by management. It is the attendance standard of the employer that all time off will be granted per policy based on availability of accrued time and agency need.

**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**

In residential home; 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. Position must maintain a current CPR/First Aid/BBP certification to be able to assist in a health-related emergency.

**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: \_\_\_\_\_