

FITZMAURICE COMMUNITY SERVICES, INC.
JOB DETAIL

JOB TITLE: Residential Multi-Program Manager ID/BH

POSITION TYPE: Management

REPORTS TO: Program Director

DIRECTLY SUPERVISES: Specific Sites Direct Support Professionals

INDIRECTLY SUPERVISES: N/A

JOB STATUS: Non-Exempt

GENERAL SUMMARY: (General Purpose of the Job)

Leadership position requiring coordination of multiple group homes and facilitate the daily operations of licensed community residential homes or personal care homes for persons with Behavioral Health or Intellectual Disabilities.

ESSENTIAL FUNCTIONS: (Primary Responsibilities)

- Ensure that a warm, enriching environment and needs of individuals are met on a daily basis.
- Functions as a lead person in multiple group homes providing services to individuals.
- Maintain compliance with Licensed Community homes for individuals with Behavioral Health, Intellectual Disabilities or Personal Care Home Regulations at all times. This includes required paperwork, medication management, dietary guidelines, and individual's finances.
- Schedules, trains in house, direct care staff.
- Collaborate with Program Director and Human Resources regarding paperwork required for staff to include timesheets, second interview to hire staff for programs, evaluations, verbal Warnings, Improvement Plans, Disciplinary and Terminations.
- Schedules and assist individuals in maintaining their medical and physical health.
- Coordinates activities, including socialization, recreation and leisure activities.
- Responsible for the overall operation of the community residential setting to include housekeeping schedules; cleaning; household shopping: i.e. food, supplies; notifying Operations Manager of repairs and purchases needed for community residence.
- Ensure all staff requirements are posted for renewal to maintain position at each program (i.e.: Trainings, Driver License, Physical)
- Medication Administration
- Pre-license Books with documentation.
- Facilitate monthly staff meetings and supervise all staff

CONNECT FUNCTIONS:

- Read and add to program Whiteboard/Home Page during each shift
- Edit & complete your time schedule block daily
- Enter Daily Notes for the individuals for whom you have provided services by the conclusion of your work day
- Enter Shift Notes and add to Individual's Comment Log as needed
- Ensures that all Daily Documentation has been entered for the individuals who received services in the residence you supervise. Completes the Daily Notes.
- Review Staff Connect schedule that prior day has been completed and hours match timesheet
- Responsible for adjusting the daily schedule (non-base) of the individuals and staff in the residence you supervise if necessary.
- Post Open Shifts
- Scan and attach required documentation to Individuals records in Connect. Provide documents to Program Director for verification.
- Write weekly update in Newsfeed for each Individual in program.

- Write monthlies and provide to Program Director within five business days of end of reporting period. Once returned, scan and attach in Connect.
- Complete reconciliations weekly

QUALIFICATION STANDARDS:

- High School Diploma or equivalent, 1 year supervising staff
- Valid U.S. Drivers License and able to be insured on company policy
- Pass and maintain Medication Certification standard
- Social Service Experience and Household Management Skills
- 18 years or older – 21 years or older for Personal Care Homes
- Candidate will have three years’ experience working in Group Home
- Properly perform the techniques taught in CPR-AED/ First Aid.
- Properly preform lifting and carrying techniques up to 25lbs.
- Computer knowledge; Microsoft office business

JOB REQUIREMENTS:

- Candidate will have ability to function as a team leader for multiple programs.
- Candidate will have ability to handle multiple priorities, organized and energetic.
- Candidate will be able to empower, understand and be familiar with services available in the community that meet the needs of residents.
- Unconventional Schedules; Fitzmaurice operates programs and services 24/7, 365 days per year

ACCIDENT OR HEALTH HAZARDS: (Associated with Position)

- Acting out behavior of individual could result in aggression.
- Possible exposure to communicable diseases

Accept Position _____ Decline Position_____

Program Manager

Date

Program Director

Date