



POSITION	Home Manager
DIVISION	Community Living Services (CLS)
JOB LOCATION	Tucson
STATUS	Full-Time/Salary Exempt

JOB SUMMARY:

The home manager position oversees the daily operations of the assigned CLS group home(s) which provides residents with individualized support so they can live independently in their homes. This includes staffing for the home, care of its residents, appointments, trainings, meetings, communication and completion of all required monthly data and reports.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- I. The Home Manager will report directly to the Program Coordinator.
- II. The Home Manager will assure frequent and adequate communication with the Program Coordinator, relaying all pertinent information regarding:
 - The persons served within the home
 - Support Staff
 - Programmatic Issues
 - Home and vehicle upkeep
 - Professionalism
- III. The Home Manager is responsible for consistent performance of the following:
 - Maintaining a positive work environment which lends itself to teamwork, effective communication, and excellence in job performance;
 - Advocating for all persons served within Community Living Services;
 - Maintaining open communication between all involved team members; and
 - Fostering attitudes and awareness which will enhance the lives of the persons served within Community Living Services, especially with regard to:
 - Health, welfare, and happiness
 - Relationships
 - Interests, capacities, and gifts/talents
 - Goals/dreams/aspirations
 - Preferences and choices (what works/doesn't work with the individual)
 - Respect/dignity
- IV. The Home Manager is accountable for completing and submitting the following documentation as scheduled:
 - Resident profiles and Medical Histories
 - Monthly Progress Reports
 - ISP's (including skill plans and data sheets)
 - BTP's (team approval, submittal, modifications and training)
 - Med Logs (and all other necessary daily charts)
 - Fire Drills (August and February for every shift)
 - Vehicle maintenance checklists
 - Monthly Home Facility Checklist
 - Home Manager Checklist
 - Medical appointments forms

- Monthly Attendance sheets
- Updated weekly staffing schedules
- Grocery/supply check requests and receipts
- Incident Reports (IRs) and Serious Incident Reports (SIRs)
- Staff meeting agendas
- ADP
- Overtime Authorization Requests
- Work orders and Purchase Orders
- Vehicle work orders
- Performance evaluations
- Disciplinary actions/counseling session forms, as applicable
- On-call Supervisor Reports (weekly)
- Monthly Contact forms
- Initial Interview form (for new employees)
- House Orientations and 14-day Trainings (*see below*)

VI. Home Manager is responsible for completing the following “In-House” trainings and reviews with each new support staff within the specified timelines:

- Client orientation
- House orientation
- Review of current ISP’s, Resident profiles, Medical Histories, and Behavior Treatment Plans (as applicable)
- Review of the Easter Seals Blake Foundation Policy and Procedure Manual
- Review of job description
- IR/SIR procedure
- On-call procedure
- Vehicle procedure
- Medical appointment procedure
- Proper correction procedure
- Seizure overview (as applicable)
- Review timesheet and accompanying procedures
- Physical therapy (as applicable)
- Adaptive equipment (as applicable)
- Review of key forms

VII. The Home Manager is responsible for adhering to all Program Monitoring Guidelines for Community Residents Settings (which includes presence during internal application of Article 7, 8, and 9 monitor tools and corrective action plans as needed.)

VIII. The Home Manager is responsible for exhausting all efforts in order to minimize overtime, this includes shift coverage, proficient problem solving, and planning ahead.

IX. The Home Manager will attend the following as scheduled:

- Initial home interviews
- ISP’s, PRC’s, and medication reviews
- Scheduled staff meetings
- Required trainings (i.e. Article IX, CPR/1st Aid)
- All scheduled management team meetings
- Special events for our residents
- On-Call Supervisor weekend coverage
- Weekly meetings with immediate supervisor
- Any other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of DDD rules and regulations and of the DDD system
- Knowledge of PHS and BHS systems, rules, and regulations, if applicable.
- Knowledge of DDD training requirements
- Knowledge of community resources available for persons with disabilities
- Effective oral and written communication skills
- Proficiency in Microsoft Word
- Effective organizational and time management skills
- Ability to interact and provide effective leadership in a team setting with agency management team members as well with outside agencies
- Cultural competency
- Ability to maintain both client and agency confidential information in all aspects of operation including, but not limited to, client records, staff records, client experiences, and agency information.
- Strong working knowledge of The Easter Seals Blake Foundation Policy & Procedure manual and DDD Program Monitoring guidelines
- Ability to participate in the on-going maintenance of management group cohesion and teamwork as demonstrated by good working relationships with co-workers and a positive attitude.
- Ability to maintain open communication with co-workers, line staff, clients, supervisor, and all team members directly involved.

EXPERIENCE/EDUCATION/LICENSE REQUIREMENTS:

- High School Diploma or equivalent
- Must be 21 years or older
- 1 year experience working with persons with disabilities
- Valid AZ Fingerprint clearance card and/or the ability to obtain and maintain
- Valid AZ Drivers License and have a clean driving record
- Must possess a reliable vehicle in safe/operable condition with current registration and insurance
- Ability to lift 50lbs (women), 75lbs (men)
- Be able to stand for extended periods of time

OTHER GENERAL REQUIREMENTS:

- Internal Applicants must have held their current position with ESBF for a least six (6) consecutive months, have a satisfactory performance record and have no disciplinary actions during the last six (6) consecutive months.
- Prior to applying, Internal applicants must notify their current Supervisor of their intent to apply for another job opening within ESBF for informational purposes.
- Display professional decorum at all times
- Provide at least two (2) verifiable job references

TO APPLY:

Email resume and cover letter to hr@blake.easterseals.com. In the Email Subject Header indicate the Position AND Location you are applying for.

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