

**Resource, Support, & Development, Inc.**

Job Description

7/2015

Group Home Manager  
(Habilitation Specialist)

Required Qualifications:

1. High School Education or Equivalent
2. Two years of experience working with developmentally disabled
3. College of Direct Support Tier I & 11
4. Valid MT driver's license & insurability per RSD insurance criteria
5. CPR/First Aid
6. Medication certification

Preferred Qualifications:

1. College of Direct Support Tier III
2. CDS PSP Training, CDS Behavior Management/DDCPT equivalent
3. Successful completion of agency in-service
4. 2-4 years of formal education in human services, preferably DD

Supervisor: Area Program Manager

Positions Supervised: All group home staff, including Weekday Hab. Tech. II, Weekday Hab. Tech. I, Weekend Hab. Tech. I, Overnight Hab. Tech I, and substitutes

Salary: Depending on CoDS certifications

Hours: 40/HR/WK

General Summary of duties: Under supervision of the Area Program Manager, the work involves a variety of tasks focused on assisting individuals living in group home to achieve their maximum potential and self-sufficiency, in accordance with the principles of normalization. They are responsible for overall operation of the home, including the following: assessing and prioritizing individuals' needs and assisting in the formulation of treatment plans and goals; overseeing all training and client daily activities in the home; keeping individuals safe, clean and comfortable; observing and reporting the physical conditions of individuals; maintaining and submitting various reports, records, menus, bills, inventories, receipts; spending within budget dictated by management; assuring all staff follow their schedules; obtaining substitutes; maintaining the home; and reporting needs to management.

## Job Responsibilities

- I. Consumer Training:
  - A. Protects rights of consumers according to agency and state policies and reports all violations as required by policy.
  - B. Prepares data for IHP's for consumers living in home.
  - C. Attends IHP's for consumers living in home.
  - D. Develops IPP's for consumers as designated by IHP team.
  - E. Completes or assigns responsibility to complete all assessments/evaluations needed to assess consumer's needs.
  - F. Ensures training is provided as specified in IPP's and data is maintained.
  - G. Keeps all consumer training notebooks updated and complete as required by agency and accreditation standards.
  - H. Prepares a daily schedule for consumers.
  - I. Supervises the consumer's shopping, if needed.
  - J. Handles behavior problems according to procedure specified by Manager.
  - K. Provides training information to Manager as needed for quarterly reports.
  - L. Handles IPC duties, as requested by Manager.
  
- II. Consumer Care
  - A. Supervises preparation of all consumers' meals.
  - B. Ensures proper appearance of consumers, ie. clothing laundered, mended, etc.
  - C. Supervises consumers' general hygiene and health at all times.
  - D. Assures that all medications are administered properly, recorded accurately
  - E. Assures that all medications are secured as required by policy.
  - F. Assure that all staff are medically certified before dispensing medications.
  - G. Assure that all consumers' medical needs are addressed promptly and professionally.
    1. Schedule annual physical and dental check-ups.
  
- III. Reporting/Recordkeeping Duties:
  - A. Ensures that time cards for staff at home are submitted to Manager as scheduled
  - B. Assure that reimbursement requests for food and supply accounts are completed and turned in at least monthly.
  - C. Maintain receipts on all expenditures.
  - D. Assures that all bills are submitted to Manager or Central Office in a timely manner so as not to incur service charges. This excludes bills paid from the Food and Supply account.
  - E. Reconciles bank statements for food and supply accounts and consumer checking/saving accounts.
  - F. Maintains books and records as required by management.
  - G. Completes monthly evacuation drills and submits to Central Office.
  - H. Completes quarterly safety/sanitation inspection as requested by Manager.
  - I. Ensures that menus are followed by staff and reviewed and approved quarterly by a registered dietician/nutritionist.
  - J. Maintains checkbooks in balance.

- K. Maintains food and supply inventory.
- L. Maintains updated consumer inventory (at least annually).
- M. Maintains annual inventory of all equipment in home.
- N. Coordinates food stamp and commodity ordering and inventory
- O. Assures that staff file incident reports, seizure reports, emergency procedures, etc. required by policies
- P. Maintain attendance records of consumers

IV. Home-Related Duties:

- A. Assures that adequate amounts of groceries are on hand for consumers
- B. Assures that home, furniture, and yard are kept in good, clean condition, according to health and safety standards.
- C. Completes or assigns maintenance duties, as needed.
- D. Assures that vehicle used by home is provided proper maintenance and service as required by policy or manufacturer's instructions
  - 1. Maintains maintenance checklist as required by management.

V. Supervisory Duties:

- A. Spends within budget dictated by management.
- B. Oversees all household and consumer accounts.
- C. Supervises staff assigned by Manager
  - 1. Maintains personal contact with each staff member at least one hour bi-weekly
  - 2. Maintains active substitute list
  - 3. Recruits all substitutes when needed and assures that double coverage is maintained as required by management—must be available by phone or beeper
- D. Provides input to manager in evaluation of staff performance
- E. Makes recommendations to Manager for disciplinary action as needed, and provide disciplinary action as requested by Manager
- F. Schedules regular staff meetings at least once monthly
- G. Orientate new staff, including substitutes, to the rules of the home, behavior problems of individuals, emergency procedures, etc. prior to their first scheduled hour of Work.

VI. Other Duties:

- A. Carries out policies/procedures of agency
- B. Maintain confidentiality at all times
- C. Attends all staff meetings as requested
- D. Attends all training sessions, as requested
- E. Keep First Aid, CPR, and Medication Certification current as required by policy
- F. Follows scheduled hours of work
- G. Reports any driving infractions that may affect insurability immediately
- H. Accepts other job-related duties, as assigned by Management

VII. Requirements

- A. Knowledge: Considerable knowledge of applied behavior analysis techniques and principles; of goals and objectives used in individual treatment programs; of agency and state policies for documenting and maintaining records; of basic procedures for running household, including balancing checkbook, spending within budget, purchasing and cooking for large numbers of people; of home maintenance; of basic management techniques; of basic hygiene care; of accepted policies, procedures, and practices for providing for personal care to individual with disabilities; of rights of consumers.
- B. Skills: Skill in the operation of a vehicle; use of mechanical devices used to lift or assist individuals; use of adaptive equipment; use of household appliances, cleaners, cooking equipment, hand and power tools, lawn mowers.
- C. Abilities: Ability to move independently or with reasonable accommodation within the facility and community to transport individuals; to read and apply written instructions; to communicate effectively orally and in writing—with staff, parents, individuals, and other professionals; to determine and implement proper training techniques; to identify problems and take corrective action; to train and instruct others; to organize and direct daily activities; to write individual program plans in measurable terms and implement IPP's; to be honest in fulfilling duties and keeping records; to properly document incidents and actions; to physically lift and assist individuals; to establish and maintain effective working relationship with staff and individuals served; to work scheduled hours; to complete tasks with little or no supervision; to organize the total program of agency consumers.
- D. Nature of Work: Physical effort is required to lift and/or physically lift individuals. Standing, walking, or bending during much of the work period is required. Exposure to unpleasant sights sounds, odors and physical aggression may occur on a regular basis. Primary contacts are with individuals in the program; but regular contact may occur with outside agencies, such as the D.D. Division, Dept. of Family Services, licensing agencies, police, doctors, etc. You will also be required to coordinate with day program staff who serve the consumers living in the home. Contact with parents, guardians, relatives will vary, depending on the individuals.

I have read and understand all my job duties and responsibilities as designated above. I agree to maintain confidentiality about all aspects of my job as they relate to the individual and the corporation. I also understand that this corporation reserves the right to revise or change my job duties or work schedule as business demands and/or needs of the consumers change.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Job Inventory**

**Job Position:** Group Home Manager                      **Programs**                      Billings, Red Lodge, Hardin, and Lewistown

\*\*\*\*\*

**Physical Demands of Position:**                      Total hours at one time based on 35 hours/week

<b>Sitting:</b>	<b>1</b>	<b>2</b>	<b><u>3</u></b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>Hours</b>
<b>Walking:</b>	<b>1</b>	<b><u>2</u></b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>Hours</b>
<b>Standing:</b>	<b>1</b>	<b><u>2</u></b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>Hours</b>

**Surface/Terrain:** Carpet, concrete, snow, ice, tile, general outdoor recreation

**KEY:**    **N = Not Allowed per Restrictions**                      **0 = Occasionally (1 Hour -- 2 ½ Hours)**  
              **S = Seldom (Less Than 1 Hour)**                      **C = Continuously (5 ½ - 8 Hours)**  
              **F = Frequently (3 - 5 Hours)**

Activity		0-10 Lbs	11-24 Lbs	25-34 Lbs	35-50 Lbs	Over 50 Lbs
Lifting	Knee High	F	F	O	S	S
	Waist High	F	F	S	S	S
	Overhead	O	S	S	S	S

**Bending** F                      **Squatting** O                      **Crawling** O                      **Climbing** O                      **Kneeling** S  
    **Reaching Above Shoulder Height** F                      **Pushing** F                      **Pulling** F

\*\*\*\*\*

**Dexterity:**

Simple Grasping                      Yes X    No \_\_\_\_\_  
 Firm Grasping                      Yes X    No \_\_\_\_\_  
 Fine Manipulation                      Yes X    No \_\_\_\_\_

\*\*\*\*\*

**Environmental Conditions:**

**Required to Work Outdoors – Summer?**                      Yes X    No \_\_\_\_\_  
**Required to Work Outdoors – Winter?**                      Yes X    No \_\_\_\_\_  
**Exposed to Fumes?**                      Yes X    No \_\_\_\_\_  
                                  **From Where?**    Paints, Varnishes, Chemicals, etc.  
**Exposed to Dust?**                      Yes X    No \_\_\_\_\_  
                                  **From Where?**    Surface Dust  
**Exposed to Gases?**                      Yes \_\_\_\_\_    No X  
                                  **From Where?**  
**Exposed to Noise/Vibrations?**                      Yes X    No \_\_\_\_\_

**From Where?** Clientele, tools, equipment  
**Exposed to Physical Aggression from Others?** Yes  X  No        
**From Where?** Clientele  
**Exposed to Offensive Odors/Sights?** Yes  X  No        
**From Where?** Clientele  
**Exposed to Blood/Bloodborne Pathogens?** Yes  X  No        
**From Where?** Possible after accident

**Environmental Conditions Continued:**  
**Uses Machines, Tools, and Equipment on the Job?** YES  X  NO        
**What Kinds?** Treadmills, Computer, Vacuum

**Uses Protective Equipment on the Job?** YES  X  NO        
**What Kind and for What Tasks?**  
First Aid—gloves, gowns  
Lifting—back belts  
Personal hygiene/bathing—gloves, gowns, goggles, hairnets, masks  
Equipment—ear plugs

\*\*\*\*\*

**Other Significant Job Requirements Not Mentioned Above:**  
Valid Montana driver's license/insurability  
Occasional lifting in excess of 100 lbs. in response to emergencies

\*\*\*\*\*

**Specific Training/Education Required to Do the Job:**  
1) College of Direct Support Tier I  
2) Annual training in CPR  
3) First Aid  
4) Medication Certification

\*\*\*\*\*

**Specific Job Duties not Allowed Due to Medical Restrictions:**