

Resource, Support, & Development, Inc.

Job Description

January 2018

BILLINGS AREA MANAGER

11/15/2017

Qualifications:

- Required:**
1. Bachelor's degree from an accredited college, preferably in human services.
 2. Three years of experience working with people with disabilities.
 3. Three years documented management/supervisory experience - preferably multiple departments or programs.
 4. Montana driver's license & insurable driving record per RSD insurance criteria.

* At the discretion of the CEO, a combination of higher education and management/supervisory experience in the field of disabilities may be considered as an equivalent to the education and/or experience qualifications listed above.

- Preferred:**
1. Successful completion of agency in-service
 2. Current certification in First Aid and CPR
 3. Current Medication and Epilepsy Certification
 4. College of Direct Support Tier I-VI, PSP & Advanced Section
 5. Behavior management training & MANDT
 6. Conflict management training
 7. Computer experience/training
 8. Experience applying for, maintaining, and overseeing Vocational Rehabilitation services for consumers.

Supervisor: CEO

Positions Supervised:

1. Senior Instructor – Day Program Habilitation Specialist
2. Program Managers
3. Vocational Specialist – Job Coach, Shop Supervisor
4. Supported Employment Staff
5. Supported Living Staff – Hab. Specialists-3, Hab. Tech. I's
6. Group Home Staff – Group Home Managers, Hab. Tech II, Hab. Tech. I's
7. Habilitation Tech. I's – Day Program
8. Substitute Relief Staff

Hours of Work: Employee is scheduled to work 40/hrs/wk, but will sometimes be required to work more, depending on the work load and consumers needs.

Summary of Duties: Under general supervision of the CEO, the work focuses on assisting adults at the day/work services, supported employment services, supported living services, adults in the group home, adults receiving vocational rehabilitation services and individuals to achieve their maximum potential and self-sufficiency. This position is responsible for the overall operation of the programs, including but not limited to the following: hiring, corrective action and supervising approximately regular and sub staff members, making recommendations for termination; assessing and prioritizing individuals' needs and assisting in the formulation of treatment plans and goals; overseeing all training and consumer daily activities; maintenance of all consumer files/records; keeping individuals safe, clean and comfortable; observing and reporting the physical conditions of individuals; maintaining and submitting various

reports, records, bills, inventories, receipts; overseeing expenditures as authorized by CEO and policy; assuring all staff follow their schedules; obtaining substitutes; maintaining the facility and vehicles; assuring compliance with State contract, worker's compensation, OSHA, corporation policies, and other regulatory agency requirements; attending Board meetings, management meetings, PSP and IR meetings, and others as needed.

JOB RESPONSIBILITIES

- I. Administrative Responsibilities:
 - A Serves as member of Management Team and participates in management team meetings, as requested by CEO.
 - B Attends Board and Committee meetings, as requested.
 - C Attends other meetings, as requested.
 - D Attends and participates in IR Committee meetings weekly and other committee meetings, as requested.
 - E Determines annual goals for contract with State.
 - F Participates in strategic planning and achievement of annual corporation goals.
 - G Carries out the administration of program, adhering to the corporation policies, DPHHS contract, and requirements of other state and federal regulatory agencies, such as Dept. of Labor, OSHA, State Worker's Compensation, Fire Marshall, etc.

- II. Recordkeeping/Reporting Responsibilities:
 - A Assures that tracking data documents and time cards for staff are submitted to Central Office, as scheduled.
 - B Assures that reimbursement requests are completed and turned in at least monthly and maintains receipts on all expenditures.
 - C Assures that all bills are submitted to Central Office in a timely manner so as not to incur service charge.
 - D Assures that bank statements for all corporation and consumer accounts are reconciled by designated staff and submitted to Central Office, as scheduled.
 - E Assures that all books and records are maintained, as required by management/policy.
 - F Assures the completion of monthly evacuation drills and submits to Central Office
 - G Assures the completion of quarterly safety/sanitation inspections and reports, as required.
 - H Assures that an updated inventory is completed annually on all equipment and monthly on all production materials.
 - I Assures that staff members file incident reports, seizure reports, emergency procedures, etc., as required by policies and our State contract.
 - J Maintains and submits attendance records of consumers and staff as required by Central Office.
 - K Assures travel vouchers are submitted monthly by all staff.
 - L Completes quarterly progress reports on contract goals and corporation annual goals.
 - M Assures annual fire inspection and various other inspections are conducted as required by policy, including DOL/OSHA, State Fund, DPHHS annual reviews, insurance, etc.
 - N Assures WAC Certificate is renewed as required.
 - O Assures group home license is renewed annually.
 - P Assures completion of consumer payroll monthly.
 - Q Assures that inventory of consumers' possessions are maintained and updated annually.
 - R In coordination with Central Office and Case Management coordinates consumers' monthly income, i.e. Social Security, Indian Trust Funds, ABLE Trusts, trust accounts, etc.

III. Consumer Training and Care:

- A Protects the rights of individuals served by RSD, Inc. according to agency and state policies and reports all violations, as required by policy.
- B Attends PSP's or assigns responsibility to other staff to attend.
- C Oversees development of PSP's for individuals served by RSD, Inc. as designated by PSP Team.
- D Completes or assigns responsibility to complete all assessments/evaluations needed to determine each consumer's needs.
- E Assures that training is provided as specified in PSP's, data is maintained, and goals are met.
- F Assures that all consumer training notebooks and permanent files are updated and complete, as required by agency standards.
- G Assures that consumers have a daily schedule of activities.
- H Monitors consumers' expenditures, as needed.
- I Assures all behavior problems are handled according to procedure specified by behavior management plan and provide input for the development of behavior plans.
- J Assures that data for quarterly report is tracked and compiled for review by case management/State.
- K Assist individuals to attain and maintain least restrictive placement.
- L Assures proper appearance of consumers, i.e. clothing laundered, mended, etc.
- M Monitors consumers' general hygiene and health at all times.
- N Maintain medication certification and assist with self administration of medications, when needed.
- O Screens people into program(s).
- P Coordinates porting opportunities for consumers, as needed.
- Q Assures all staff members maintain consumer confidentiality at all times.
- R Coordinates and applies for Vocational Rehabilitation services for consumers, as needed.

IV. Facility-Related Duties:

- A Assures that facility, furniture, and grounds, if applicable, are kept in good, clean condition according to health and safety standards, and/or report needs to CEO.
- B Assures maintenance of facility is completed as needed.
- C Assures that vehicle used by facilities are provided proper maintenance and service as required by policy or manufacturer's guidelines.
 - a. Maintains maintenance checklist as required by management.
- D Handles emergencies, such as burglaries and vandalism, and assures proper authorities are called, and the building is secure.
- E Assures adequate supplies are available.

V. Supervisory Duties:

- A Supervises expenditures , as authorized by CEO or Board of Directors, corporation policy, and within budget.
- B Oversees all bank accounts.
- C Recruits, trains and retains competent staff.
- D Assure staff ratios are maintained as requested by CEO and as required by the State, and fill in as needed.
- E Evaluates staff as required by corporate policy.
- F Coordinates with Regional Director for orientation of new staff on policies & procedures.
- G Manager will provide general orientation as indicated by policy.
- H Makes recommendation to CEO for disciplinary action as needed, provide disciplinary action and documentation, as requested.
- I Assures staff follows policies/procedures and rules/regulations and are made aware of new policies/procedures, etc.
- J Provides environment which promotes the professional development of staff.

- K Assures staff follow their job descriptions and learn the skills needed to complete their jobs responsibilities.
- L Supervises the collection of training records.
- M Supervises the distribution, recording, and storage of medications, as required by policy.
- N Mediates conflicts to assure programs run smoothly.

VI. Public Relations/Marketing:

- A Coordinates and cooperates with parents, case management, DD Division, regulatory agencies, providers, and others involved in service delivery system.
- B Participates in local or state activities, and conferences that educate public about our services.
- C Maintains good relations with businesses, service groups, volunteers, etc.
- D Assists Management Team in the development, implementation, and maintenance of strong marketing program that will enable program to maintain and recruit people who need are services.

VII. Other Duties:

- A Carries out policies/procedures of agency.
- B Attends all staff meetings, as requested.
- C Attends all training sessions, as requested.
- D Assures that First Aid, CPR and Medication Certification and other required training is kept current on all staff, as required by policy and the State.
- E Reports any driving infractions that may affect insurability as required by policy.
- F Assures all staff follow interagency protocol for conduct and confidentiality.
- G G Accepts other job-related duties, as assigned by CEO.

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 the needs of the consumers change.

Employee's Signature

Date

Supervisor's Signature

Date