



Job Requirements for a Group Home Manager at Sunny Haven Residential Services

Educational and Certification Requirements:

- **Bachelor's Degree:** Preferred in Social Work, Psychology, Human Services, or a related field. Equivalent experience may be considered.
- **Certifications:**
 - First Aid and CPR certifications are mandatory and must be maintained current.
 - Medication Administration Training (MAT) certification is required.
 - Additional certifications or training.

Experience:

- **Management Experience:** Minimum of three years of experience in a supervisory or managerial role in a residential setting, preferably serving individuals with intellectual and developmental disabilities.
- **Direct Support Experience:** Hands-on experience working directly with individuals with disabilities, including implementing care plans and behavior support plans.
- **Administrative Experience:** Experience with administrative tasks such as scheduling, budgeting, and staff management.

Skills and Competencies:

- **Leadership Skills:** Strong leadership and team-building skills to effectively manage staff and foster a positive working environment.
- **Interpersonal Skills:** Excellent verbal and written communication skills to effectively interact with residents, families, staff, and external stakeholders.
- **Organizational Skills:** Strong organizational skills to manage multiple tasks, activities, and documentation requirements efficiently.
- **Problem-Solving Skills:** Ability to identify issues, develop solutions, and implement them effectively.
- **Behavior Management:** Proficiency in developing and implementing behavior support plans and managing challenging behaviors.
- **Crisis Management:** Ability to remain calm and effective in emergency situations, applying crisis intervention techniques when necessary.

Responsibilities:

- **Staff Supervision and Training:**

- Hire, train, supervise, and evaluate direct support staff to ensure high-quality care and compliance with policies and procedures.
- Provide ongoing in-home training and professional development opportunities for staff.
- **Resident Care:**
 - Oversee the development and implementation of individual care plans, ensuring they meet the needs and goals of residents.
 - Ensure that residents receive appropriate medical care, behavioral support, and daily living assistance.
- **Community Engagement:**
 - Facilitate and support residents' participation in community activities, fostering socialization, skill development, and community integration.
 - Build and maintain relationships with community partners to create opportunities for residents.
- **Compliance:**
 - Ensure that all services are provided in accordance with DBHDS, HCBS, and Virginia state regulations, as well as Sunny Haven policies and procedures.
 - Conduct regular audits and inspections to ensure compliance with all relevant standards.
- **Documentation:**
 - Maintain accurate and up-to-date records of residents' progress, incidents, and other relevant information.
 - Ensure that all required documentation is completed in a timely manner and meets regulatory and organizational standards.
- **Program Development:**
 - Collaborate with other staff and stakeholders to develop and implement programs and activities that meet the needs and interests of residents.
 - Monitor and evaluate the effectiveness of programs and make adjustments as needed.
- **Budget Management:**
 - Develop and manage the group home's budget, ensuring that resources are used effectively and efficiently.
 - Oversee purchasing and inventory management to ensure that residents have the supplies and equipment they need.
- **Crisis Intervention:**
 - Address and manage crises that may occur in the group home, using approved intervention techniques and ensuring the safety of all residents and staff.
 - Provide support and guidance to staff during and after crises.
- **Family and Stakeholder Communication:**
 - Maintain regular communication with residents' families, guardians, and other stakeholders to keep them informed about residents' progress and any issues that arise.
 - Facilitate meetings and conferences as needed to discuss residents' care and progress.

Physical and Emotional Demands:

- **Physical Fitness:** The role may involve physical tasks such as assisting with mobility or managing emergencies.
- **Emotional Resilience:** Ability to handle emotionally challenging situations, including working with individuals who have severe disabilities or behavioral issues.