



GROUP HOME MANAGER JOB DESCRIPTION

JOB DESCRIPTION: GROUP HOME MANAGER

Job Location: On Site

Reporting to: Program Manager

Position Description

Duties include but are not limited to:

- Understands and communicates person-centered values.
- Conveys an understanding of behavior as a means of communication
- Serves as a model for DSPs by demonstrating person-centered skills, values and attitudes
- Demonstrates understanding of what is important TO and important FOR the individuals they support
- Listens to and uses DSP input in assuring and improving program quality for the individuals supported
- Communicates respectfully, as demonstrated by age-appropriate and person-first language, typical tone of voice; refrains from being condescending or parent-like
- Works with DSPs, behavioral consultants, and others as needed to enhance the provision of positive behavioral supports
- Provides guidance to DSPs upon identifying deficiencies in documentation
- Can describe outcomes, support activities, and instructions on Plans for Support and protocols for individuals supported
- Ensures that DSPs can locate and follow support plans
- Ensures All documentation to maintain the home within regulation and compliance is complete in the timeframe required.
- Answers questions and provides guidance to DSPs on individual Plans for Support and methods of documenting the supports provide.
- Works cooperatively and collaboratively with individuals, families, co-workers, professionals, and others.
- Communicates the expectations and responsibilities to the DSPs they supervise
- Answers questions and provides guidance to DSPs on individual ISPs and methods of documenting the supports provided.
- Provides written guidance to Direct Support Professionals on identifying individual-specific changes that may indicate the need for emergency response.
- Can correctly follow diet plans and meal preparation guidelines including the use of thickeners, and special textured food preparation such as pureed and chopped consistencies and uses the correct utensils for all individuals supported.
- Administers medications as prescribed following all of the procedures including the 5 rights as taught in Medication Aide training
- Can physically assist and use lifts, wedges, and other devices safely when repositioning to prevent skin breakdown and other health complications for individuals needing this support.
- Must be able to regularly lift and/or move up to 40 pounds and occasionally must lift and/or move up to 50 pounds.
- Is able to maintain an environment that reduces obstacles that contribute to falls
- Observes and report changes in behavioral or health conditions immediately when noticed to the correct person as described in their agency's policies and procedures
- Communicates with the Program Manager and Human Resources on any changes in Staff (hiring or termination).
- Ability to adapt and perform job duties in demanding environments (i.e. temperature changes, and various other household chemicals)
- Must be able to be on call 24/7 and provide support when DSP staff is not available.
- Ability to operate household appliances.
- Reads and follows the Individualized Service Plan (ISP) for individuals.
- Ensures all services are provided according to the SP (skill-building and support with hygiene and self-care, health and safety needs, daily living activities, meals, and recreational activities).
- Attends trainings and meetings as required.
- Ability to read and write the English language.
- Knowledge of the principles of individual care, especially with respect to feeding, bathing, and dressing an individual, and the ability to put knowledge into daily practice.
- Knowledge of housekeeping skills such as cooking, laundering, ironing, and cleaning necessary to maintain a clean, healthful, and pleasant environment and the ability to put knowledge into daily practice.
- Knowledge of changes in the consumer's condition that should be reported to a supervisor or nurse and the ability to put knowledge into daily practice.
- Knowledge of the ethics and confidentiality requirements involving the Direct Care Worker programs.

Desired Skills and Experience

- At least 2-3 years of proven work experience as an office administrator or in a social science field or 1-2 years experience in a manager position.



Sunny Haven Residential Services

Staff Name: Training

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- Having experience with individuals on the DD Waiver is a plus.
- Be familiar with guidelines placed by DBHDS and DMA.
- Valid Drivers' license and proof of insurance in compliance with driver requirement policy.
- Access to a personal vehicle.
- Knowledge of and ability to comply with state licensing, Medicaid, and other agency standards.
- Complete and pass a Department of Social Services and Federal Background check.
- Ability to work assigned work schedules and be on call when needed.
- Ability to maintain records, and prepare reports and required paperwork according to licensing and agency requirements in a timely manner.
- Ability to use Microsoft Office including Word, Excel, Access, and PowerPoint.
- Ability to use Google applications including Google Docs, Google Sheets, Google Calendar, Google Meet, and Google Drive.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict-resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficiency with or the ability to quickly learn the organization's talent management systems.

Skills and Competencies

People and Team Development: Demonstrates inspirational team building that motivates and engages others. Leads and develops high-performing teams where everyone feels valued and contributes to the continued success of the organization. Acts as a role model; inspire people to act.

Drive Results: Translate strategy into action and drives tenaciously and innovatively for outstanding results. Displays creativity in avoiding problems, and reacting quickly and decisively to deal with risks and opportunities.

Relationship Management: Develops and maintains effective collaborative relationships and networks with strategic contacts.

Ownership: Takes personal responsibility for performance. Works towards continuous professional growth and learning.

By signing this document, I understand/acknowledge my roles and duties of the job description listed above

Training

Employee

Date

Supervisor/Manager

Date