

JOB DESCRIPTION

JOB TITLE: Residential Manager

CATEGORY OF EMPLOYMENT/STATUS: Supervisory

CATEGORY OF EMPLOYMENT/CLASSIFICATION: Full-time

DEPARTMENT: Residential Services

JOB SUMMARY: Coordinate all operations and activities of the Residence, including staff supervision, acting as agency/community liaison, and directing resident training, programming, family support.

LOCATION: As per the need of the service, generally work is at the residences or in the community.

DUTIES:

CONSUMER SUPPORT

1. Act as liaison, advocate and coordinator for consumer involvement in support groups, self-advocacy, vocational programming, transportation services, integrated community activities, recreation and learning independent living skills.
2. Foster open and supportive communication with consumers, families, Division of Developmental Disabilities, Bureau of Guardianship Services and other community organizations and agencies.
3. Oversee all consumer medical, medication and health issues.
4. Provide and ensure communication of medical and health issues to staff, agency nurses, families, etc. using appropriate logs when necessary.
5. Implement and follow-up on all support services recommendations.

SUPERVISION/TRAINING

6. Monitor staff performance management, including evaluations and developmental plans, disciplinary actions, etc., for all program staff as scheduled.
7. Arrange and schedule all trainings for all program staff.
8. Supervise staff training and development through teaching, acting as a role model and guiding staff on how to appropriately work with and interact with consumers, other staff, families and guardians.
9. Present and implement all agency policies and procedures.
10. Participate in the interviewing and hiring of new staff.
11. Inform supervisor as needed about pertinent issues.
12. Coordinate staff and beeper schedules.
13. Carry beeper on rotational schedule; respond while on-call to program needs including covering open shifts.
14. Ensure maintenance of the Division of Developmental Disabilities licensing standards.

MEETINGS/FUNCTIONS

15. Attend/chair as needed manager, supervisory and staff meetings; ensure disseminate of all information to staff and others.
16. Coordinate/attend as needed all consumer related meetings (IHP, IDT, case manager, circle, house, family, etc.); ensure all necessary follow-up is completed.
17. Participate in special projects and committees.

REPORTS/PAPERWORK

18. Ensure completion/submission of all required daily, bi-weekly, monthly, quarterly and annual reports as scheduled.
19. Routinely review all required reports, logs, mail, requests, etc. as needed, maintaining an organized filing system.

FINANCE

20. Coordinate all aspects of program financial procedures including monitoring of utility use in accordance with agency and Division of Developmental Disabilities' policies.
21. Coordinate all aspects of consumer financial procedures in accordance with agency and Division of Developmental Disabilities policies. Assure the proper and prudent expenditures of all funds.

MAINTENANCE

22. Oversee maintenance of the physical plant and vehicles to include cleanliness, decor, safety issues, emergency situations; practice preventative maintenance; ensure compliance with OSHA standards.
23. The employee agrees to cooperate with Agency and DDD Staff during any inspection or investigation.
24. Perform additional duties as required by the nature of the position or as requested by supervisor.

IMMEDIATE SUPERVISOR: Assistant Director of Residential Services.

DIRECTION OF OTHERS: Consumer Service Coordinator
Residential Assistant Manager
Residential Counselor
Overnight Counselor
Substitutes

POSITION WITHIN TABLE OF ORGANIZATION: See Table of Organization

EDUCATION: High School Diploma or equivalent required. Undergraduate degree in relevant field preferred.

EXPERIENCE/TRAINING: A minimum of one year of experience working with persons with developmental and/or physical disabilities. Experience in a community residential setting preferred.

Supervisory experience preferred.

MACHINES, TOOLS, EQUIPMENT UTILIZED: Specialized consumer adaptive equipment: other tools and equipment common to a household. Must be capable of independent operation of general office equipment. **SPECIAL NOTE:** Must have N.J. State drivers license, be capable of driving a van, and be considered insurable by the Agency's auto insurance carrier.

JUDGEMENT/INITIATIVE: Must be capable of functioning independently with minimum supervision. Must be able to initiate innovative programs and use good professional judgment in ongoing decision-making.

COMMUNICATION SKILLS: Excellent oral and written skills (in English) required for ongoing communication with consumers, agency staff and community agencies.

WORKING CONDITIONS/HAZARDS: The behavior of consumers may change dramatically without obvious cause, which may create, at times, hazardous situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SALARY RANGE: As per Agency salary guide.

DATE EFFECTIVE: March 1, 1997

DISCLAIMER CLAUSE: Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills, or working conditions associated with a job. They are intended to be an accurate reflection of the principle requirements of the position of Residential Manager in this agency's operation.

Revised: 09/91,01/92,03/97,01/02,12/03