

JOB DESCRIPTION

JOB TITLE: Residential Assistant Manager

CATEGORY OF EMPLOYMENT/STATUS: Support Staff

CATEGORY OF EMPLOYMENT/CLASSIFICATION: Full-time

DEPARTMENT: Residential Services

JOB SUMMARY: Assist Residential Manager in administering ongoing operations and activities of the Residence. Responsibilities include staff supervision and all aspects of consumer support.

LOCATION: As per the need of the service, generally work is performed in the Residence and in other locations in the community.

Consumer Support:

1. Teach independent living skills and assist with/provide consumers with personal care.
2. Arrange/provide transportation for consumers.
3. Assist consumers with recreation/inclusion, plan vacations
4. Continually motivate and encourage consumers to participate in all opportunities.
5. Support family members; arrange for consumer home visits.

Medical

6. Administer, monitor and record medication distribution according to policy. Review and ensure completion of all medical logs.
7. Coordinate all medical appointments, ensure all related documentation is accurate and complete, attend appointments when needed.
8. Ensure all medical recommendations and follow up are communicated and completed in a timely fashion.
9. Relay all pertinent medical information to families, guardians, doctors, staff and work programs as needed.

Supervision/Training:

10. Coordinate/provide all necessary agency and intra-program staff trainings; provide staff with all necessary information needed to effectively carry out their job duties.
11. Ensure proper communication of all consumer issues/needs to all necessary parties; proactively teach/role model/guide staff on how to appropriately work with and interact with consumers, other staff, families and guardians.
12. Carry pager on rotational schedule; respond while on-call to program needs including covering open shifts.
13. Address staff concerns as needed; encourage staff to share ideas and suggestions.
14. Inform supervisor about pertinent issues.

Meetings/Functions:

15. Attend all staff meetings, chair when requested by Manager.
16. Attend/chair Manager and Supervisory Meetings as requested by Manager.
17. Coordinate/attend consumer related meetings (IHP, IDT, Case Manager, Circle, House, Family, etc.) as requested by Manager; ensure all necessary follow-up is completed.

Reports/Documentation:

18. Ensure staff, training, and beeper schedules are received and posted.
19. Review all mail and disseminate to staff and consumers as needed.
20. Complete and submit all required daily, weekly, bi-weekly, monthly, quarterly and annual reports as scheduled.
21. Complete, review and maintain all logs, files in an organized manner.

Finance: (as directed by Program Manager)

22. Handle and document all financial transactions for the program account in accordance with agency and DDD policy; reconcile program checking account monthly.
23. Handle and document all financial transactions for consumer accounts in accordance with agency and DDD policy; reconcile all consumer accounts monthly.
24. Assist consumers with applying for payeeship.

Maintenance:

25. Conduct regular inspections of the program and vehicle(s); Submit Maintenance Requests as needed; ensure all maintenance follow-up is completed.
26. Ensure preventative maintenance of the program/vehicle(s) including regular vehicle service and inspections.

Other:

27. The employee agrees to cooperate with the Agency and DDD Staff during any inspection or investigation.
28. Perform other duties as required by the nature of the position, or as requested by supervisor.

IMMEDIATE SUPERVISOR: Residential Manager

DIRECTION OF OTHERS: Counselor(s) Overnight Counselor(s)

POSITION WITHIN THE TABLE OF ORGANIZATION: See "Table of Organization".

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

EXPERIENCE/TRAINING: Work experience with the developmentally disabled population in a

community residential setting preferred.

EQUIPMENT: Specialized resident adaptive equipment, typical household tools and equipment, fire alarm system and general office equipment. **SPECIAL NOTE:** Must have a valid NJ driver's license, be capable of driving a van and be considered insurable by the Agency's auto insurance carrier.

JUDGMENT/INITIATIVE: Must be capable of functioning independently with minimal supervision. Must exercise excellent judgment in the implementation of agency policy. Must be capable of professional supervision of staff and act as role model for consumers.

COMMUNICATION SKILLS: Must communicate well in English both orally and in writing with all levels of staff, consumers and other persons.

WORKING CONDITIONS/HAZARDS: The behavior of consumers may change dramatically without obvious cause, creating, at times, dangerous situations. At times, lifting of non-ambulatory consumers and wheelchairs (in and out of vans, etc.) and assisting these consumers with their personal needs is required. Flexible working hours are required to meet the needs of the program.

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: January 1, 1984

DISCLAIMER CLAUSE: This job description and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. They are intended to be an accurate reflection of the principal requirement of the position of Residential Assistant Manager in this Agency's operation. Responsibilities are subject to change.