

SPECIALIZED HOUSING HOUSE MANAGER—JOB DESCRIPTION

40 hours per week on site in household or in community engaged in activities related to the residents of the household.

Qualifications—bachelor's degree (or equivalent experience), experience in residential care, familiarity with the developmentally disabled population

Responsible for overall operations of the house, supervision of maintenance, purchasing, arranging for minor repairs, authorizing payment of invoices for purchases and repairs, supervision of food shopping, meal planning, and meal preparation.

Directly supervises the residents of the house, providing supervision and training in personal care, hygiene, laundry, medication monitoring as needed, community survival skills, housekeeping chores, shopping and maintenance of clothing, cooking, money management, such as supervision of residents in bill-paying, managing funds for residents upon request, time management, behavior management, interpersonal skills, etc. Promotes healthy living choices and encourages activities that support healthy living. Assists residents in preparing for activities outside the house. Available to assist residents with academic skills and other training as needed. Assists residents in planning special house events to celebrate birthdays and holidays.

Liaison to family members regarding planning, travel arrangements, financial matters, etc., and to residents' day activities, job sites, schools, training programs, physicians, therapists, public agencies, and other community resource people.

Maintains a record for each resident. With the supervision of the Clinical Supervisor and Nurse Consultant, keeps medical records up to date. Assists residents in making medical appointments. May transport residents to medical appointments as needed and communicate with physicians.

Hires, supervises, and schedules live-in and part-time staff, with the assistance of the Clinical Supervisor. Conducts staff meetings with house staff on a regular basis. Carries a pager. On-call to household 24 hours a day, 7 days a week. May rotate on-call duties with other key staff in house. Coordinates staff on-call assignments.

Maintains house logs and house records, other records as required.

Reports to the Clinical Supervisor. Attends Specialized Housing staff meetings and staff training sessions.

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