



## **FAVARH ASSISTANT MANAGER – RESIDENTIAL**

### **\$35,000 Year with Benefits**

#### **JOB SUMMARY**

The Assistant Manager in Residential Services is responsible for the daily operation of the assigned residential program, and may be required to be available in the manager's absence. Daily operation of a residential program includes implementing procedures and individual activities that encourage residents to reach their highest level of independence.

#### **ESSENTIAL FUNCTIONS OF THE POSITION:**

The Assistant Manager follows procedures in a manner that respects the human and civil rights of residents and staff. He/she demonstrates effective verbal, written and interpersonal skills to enhance communication between residents, staff and departments.

#### **MEDICATION ADMINISTRATION:**

He/she supervises the accurate administration of medication with oversight by the nurse.

#### **PARTICIPANT SUPERVISION/PROGRAM MANAGEMENT COORDINATION:**

The Assistant Manager assists Resident Managers with staff supervision, training, maintaining records, and implementation of daily routines and activities of the residents and the residential site.

#### **GENERAL RESIDENTIAL SITE RESPONSIBILITIES:**

The Assistant Manager instructs residents and ensures completion of residents' daily/weekly chores. He/she suggests, supervises, and documents leisure activities for residents, and their transportation needs. He/she coaches resident, implements behavioral programs and ensures that best practices in restraint procedures and human and civil rights are followed. He/she reports any issues that interfere with the operation of the program to the Residential Manager and suggests improvements.

#### **HABILITATION PROGRAM RESPONSIBILITIES:**

The Assistant Manager completes annual Life Skills Assessment as assigned, assists in IP development, attends residents' IP, and supports residents in the implementation of their goals and objectives.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Must complete all Favarh-provided Residential Training within 10/30/180 days of hire plus Medication Administration Certificate and PMT within 6 months of hire.
2. Must be physically able to implement restraint procedures and administer CPR without reasonable anticipation of injuring oneself and/or others.
3. Possess a valid State of Connecticut Driver's License (or Rideshare approved State) and obtain a State of Connecticut Public Service Driver's License, when applicable, within 30 days of hire and be insurable with the Agency carrier without additional expense to the Agency.

#### **MINIMUM EDUCATION & EXPERIENCE REQUIRED:**

Two years college education from an accredited college in Special Education, Human Services, or related field of study, or equivalent experience. HS Diploma or GED with substantial work experience may be considered in lieu of college education. One year experience working in the field of Health, Education, Rehabilitation and/or Residential Services, preferred.

#### **BENEFITS/SCHEDULE**

Benefits: Health, Dental, Vision insurance; Retirement plan; Paid time off; Flexible schedule. Schedule: Monday to Friday, 2nd shift, 8 hour shift