



## **FAVARH RESIDENTIAL MANAGER**

### **\$42,000 year plus benefits**

#### **JOB SUMMARY**

Position is responsible for the daily operation of the residential program to which he/she is assigned and expected to be available to residential staff when not on site. Daily operations include but not limited to implementing procedures and individual training programs that will enhance opportunities for residential participants to reach his/her highest level of independence. Responsible directly to the Residential Director, or Residential Coordinator in the absence of the Director, and shall function in accordance with FAVARH policies as established by the Board of Directors.

**\*\*DDS experience required\*\*.**

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

Job duties include staff supervision, staff scheduling, completing goals and objectives for individual IPs, Ensuring safety (program, participant and vehicle,), financial oversight and overall supervision of program.

#### **Resident Supervision/Program Management Coordination**

- Provides or assures "on the floor" training to Direct Support Professionals.
- Ensures staff instruction and follow regarding participants completing daily/weekly chores as necessary.
- Monitors all participants' financial transaction and follows established financial procedures.
- Ensures that participants possess needed personal items, i.e., clothing and hygiene supplies, etc.
- Provides training/materials for staff so that they may initiate and supervise leisure activities for participants during leisure periods.
- Dispenses medication to participants as required by medication administration regulations.
- Provides individual counseling to participants for minor adjustment programs, as needed; referring serious problems to the Residential Director.
- Utilizes Therap for all program related documentation and ensures that staff is trained in its use and that it is utilized by staff in accordance to established policies and procedures.

#### **Habilitation Program Responsibilities**

Assists the Residential Services Director in the intake/habilitation/discharge process for participants. Reviews application, completes necessary intake documentation and supervises applicant during evaluation period.

- Upon acceptance into a residential program, coordinates/completes documentation required for transition to the site. Establish a program participant file at the Main Office and on Residential Site.
- Upon acceptance, coordinates the participant's and his/her family's orientation to FAVARH.
- Ensures the timely completion of the Aquatic Screening, the LON and the Life Skills Assessment annually.
- Utilizes direct support staff and Interdisciplinary Team (IDT) input to identify and prioritize participant's needs and goals in the development and implementation of the IP.
- Assist in writing specific programs (teaching strategies) for participants to achieve quarterly/annual goals, assist in the completion of task analysis, as needed.
- Assists in obtaining teaching materials, as needed.
- Ensures the development and completion of the Individual Plan (IP).
- Attends in person, the participant's annual IP.
- Ensures participants have opportunity to attend their IP and quarterly meetings.
- Ensures the implementation of individual teaching programs as specified by the participant's IP.

- Ensures reporting, in writing and in person, on the progress and medical/medication issues of each participant at quarterly reviews.
- Assists Behaviorist in the development of behavioral programs, and monitors staff implementation of Behavior Programs.
- Ensures that staff implements and document behavioral programs as specified by the Behaviorist.
- Works in conjunction with the Nurse and Behaviorist to complete Program Review Packet.
- Ensures that staff implements restraint procedures as specified in FAVARH Behavior Policy.
- Ensures promotion and encouragement of participants' advocacy for their human and civil rights.

### **Medical Service Coordination**

Ensures all medical needs are addressed:

- Locates and secures physicians and other medical providers/services for participants.
- Serves as designated liaison between physician and participant, as needed:
- Ensures scheduling of all medical appointments with licensing regulations (annual physicals, psychiatric treatment, dental, follow-up appointments, etc.)
- Reports signs and symptoms of medical needs to FAVARH Nurse and/or participant's physician, maintaining phone contact with all participants' physicians, dentist and other medical specialist, as needed.
- Ensures instructors take and assist the participant during medical appointment.
- Ensures implementation of medical treatment plans, as specified by Supervising Nurse and/or physician.
- Attends participant's psychiatric appointment.

### **Medication Administration**

- Accurately maintains all medical records in accordance with licensing regulations.
- Maintains sufficient first aid supplies.
- Represents participants at DDS North Region's Program Review Committee/Human Rights Committee and coordinates with the FAVARH Behaviorist and participant's psychiatrist/physicians to implement PRC/HRC recommendations.
- Reviews participants' medical needs with Residential Instructor.
- Supervises the accurate administration of medication, with oversight by the Nurse.
- Assures that participants have timely access to prescribed medications.
- Assures that prescribed medications are accurately dispensed to participants.
- Assures medication orders are made in a timely manner to ensure there are no lapses in administration and no medications are withheld unnecessarily.

### **Staff Supervision**

- Directly supervises, trains and mentors on site Residential Assistant Manager, Medical Liaison and Direct Support Professional.
- Participates in interview/hiring process of program staff; implements staff disciplinary action with approval from Residential Director; recommends and provides appropriate documentation to substantiate termination of staff services, as needed. Forwards all significant performance related documentation to Human Resources
- Coordinates staff orientation and training as required by FAVARH & DDS Licensing Regulations.
- Coordinates regular staff supervision meetings.
- Complete Staff Performance Evaluation in a timely fashion.
- Develops and ensures the completion of all activities related to the direct daily operation of the residential site.
- Develops/monitors Therap, communication, nursing, medication, behavior and other individual logs, as required.
- Communicates with all program staff, on a monthly basis or as needed and/or required.
- Provides or ensures adequate staffing patterns, i.e., schedules staff work shifts, approves staff requests for time off, schedules staff training/substitutes. Forecasts and manages staff schedules to avoid overtime hours.
- Ensures staff punch in and out per authorized work hours and approves time cards by 10am on the 16th and 1st of every month.
- Remains on duty until relief staff is secured or resident supervision is no longer required.
- Monitors program expenses, i.e., petty cash, groceries, supplies, gas, overtime, maintaining accurate/appropriate documentation.
- Purchases/orders program supplies with approval from Residential Director.
- Completes participants' monthly attendance before the 5th of the month.
- Provides for the safeguard of the residential facility and equipment in compliance with licensing regulations/fire safety code, i.e., schedules 12 fire drills annually, following MSDS procedures, etc.

- Implements safety procedures, safety training and development of safe teaching techniques for all staff/participants on site.
- Maintains accurate household management records.
- Provides or/and ensures transportation of participants, as assigned or as needed.
- Follows FAVARH Van Driver Policy/Procedure.
- Fulfills Residential Manager responsibilities on all residential sites, as needed and/or assigned.
- Provides 24-hour, on-call coverage, as specified in Emergency On-Call Procedures.
- Serves on Agency committees on a voluntary basis or as assigned.
- Attends meetings/trainings as assigned.
- Develops and maintains good public relations and publicity by interpreting continuously to neighbors, participants' families, local community groups, the purpose and needs of the Residential Department and FAVARH.
- Assists in the development and achievement of Annual Departmental Management goals.
- Actively participates and encourages department participation in agency special events and fund raising activities.
- Reports to the supervisor any issues that interfere with the daily operation of the program, the implementation of teaching programs, and/or suggestions that might improve the residential programming.

#### **Required Knowledge, Skills and Abilities and Other characteristics**

- Medication Administration Certificate required within 6 months of hire to continue position.
- PMT is required within 6 months of hire to continue in position.
- Must complete all required Residential Training within 10/30/ 180days of hire.
- Must be physically able to implement restraint procedures and administer CPR without reasonable anticipation of injuring oneself and/or others.
- 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.
- Reports vehicle and house maintenance needs to Residential Director.
- Maintains sound interdepartmental communication.
- Complete other duties as assigned

#### **BENEFITS/SCHEDULE**

Health insurance  
 Dental insurance  
 Vision insurance  
 Retirement plan  
 Paid time off  
 Flexible schedule

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

- Bachelor's degree required - Working knowledge of adults with special needs essential.
- HS Diploma or GED with substantial work experience may be considered in lieu of degree.
- Human services: 2 years (Preferred)
- Supervising experience: 1 year (Preferred)
- \*\*DDS experience required\*\*