

The Arc of the Farmington Valley, Inc.

Title: Assistant Manager
Department: Residential Services
Reports To: Residential Manager
FLSA Status: Exempt

Summary

The Assistant Manager in Residential Services is responsible for the daily operation of the residential program to which he/she is assigned. The Assistant Manager may be required to be available to residential staff in the manager's absence. Daily operation of a residential program includes implementing procedures and individual programs that will enhance opportunities for residential participants to reach the highest level of independence. The Assistant Manager in Residential Services is responsible directly to the Residential Manager and indirectly to the Residential Coordinator or Director, and shall function in accordance with FAVARH policies as established by the Board of Directors.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Follows procedures in a manner that respects the human and civil rights of individual participants and staff.
2. Demonstrates effective interpersonal skills, which enhance communication between participants and/or staff and departments.
3. Demonstrates the ability to communicate effectively, verbally and in writing.

MEDICATION ADMINISTRATION:

Supervises the accurate administration of medication with oversight by the nurse:

- a. Assures that prescribed medications are accurately and timely dispensed to participants.
- b. Places orders of participants' medications as needed.
- c. Maintains all medication records in cooperation with the FAVARH Nurse.

PARTICIPANT SUPERVISION/PROGRAM MANAGEMENT COORDINATION:

- a. Provides "on-the-floor" orientation training to instructors.
- b. Assists in maintaining household management records, including the utilization of Therap.
- c. Implements outlined daily routine at the program and assists in ensuring completion of all activities relating to the daily operation of the residential site.
- d. Assists Residential Manager with supervision of program staff.

GENERAL RESIDENTIAL SITE RESPONSIBILITIES:

- a. Reviews shift with outgoing staff. Reviews logs and checks personal mailbox.
- b. Completes communication, nursing, medication, behavior, and other individual logs on a daily basis.
- c. 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.
- d. Instructs residents and ensure completion of their daily/weekly chores.
- e. Suggests, supervises, and documents leisure activities for residents.
- f. Ensures the transportation of residents as assigned or needed while following all related policies and procedures.
- g. Dispenses medication to residents as required by medication administration regulations.
- h. Provides individual counseling to residents as needed for minor adjustment problems, referring more serious problems to the Residential Manager.

- i. Implements and assures that staff implements behavioral programs as specified by the Behavior Specialist.
- j. Implements and assures that staff practices restraint procedures as specified in the Behavior Policy.
- k. Ensures promotion and encouragement of participants' advocacy for their human and civil rights.
- l. Remains on duty until relief staff is secured.
- m. Performs Assistant Manager responsibilities at all residential sites as needed or assigned.
- n. Attends meetings/trainings as assigned.
- o. Develops and maintains good public relations and publicity by communicating the purpose and needs of the Residential Department and favorh.
- p. Actively participates and encourages participation in Agency special events and fund raising activities.
- q. Reports to the Residential Manager any issues that interfere with the operation of the program and suggests improvements.

HABILITATION PROGRAM RESPONSIBILITIES:

- a. Completes Life Skills Assessment annually and as assigned.
- b. Assists in development of the IP and the writing/completion of individual programs/task analyses. Assists in obtaining teaching materials.
- c. Attends the participant's annual IP as assigned.
- d. Ensures implementation and assists in implementation of goals and objectives according to the IP.

OTHER RELATED DUTIES & REQUIREMENTS:

- a. Reports house and vehicle maintenance needs to favorh transportation/maintenance personnel and Residential Manager.
- b. Maintains sound interdepartmental communication.
- c. Assists participants in banking/budgeting transactions and completes necessary documentation.
- d. Assist participants in purchasing personal items, i.e., hygiene supplies, clothing, leisure supplies, etc., and completes/provides necessary documentation.
- e. Maintains sound interdepartmental communication.
- f. Ensures implementation of resident's physician's orders and communicates health/medical changes to Nurse, program staff and Residential Manager
- g. Completes other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Medication Administration Certificate required within 6 months of hire to continue position.
2. PMT is required within 6 months of hire to continue in position.
3. Must complete all required Residential Training within 10/30/ 180days of hire.
4. Must be physically able to implement restraint procedures and administer CPR without reasonable anticipation of injuring oneself and/or others.
5. 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.
6. Maintains sound interdepartmental communication.

MINIMUM EDUCATION 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.

MINIMUM EXPERIENCE REQUIRED:

One year experience working in the field of Health, Education, Rehabilitation and/or Residential Services, preferred.

Work Style

Individual must possess integrity, demonstrate initiative/attention to detail, dependable/reliable, ability to deal effectively with ambiguity and problem solve effectively; flexibility/adaptability.

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 this 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 regularly required to stand/walk for 4 to 6 hours, sit 1 to 3 hours, drive 1 to 3 hours, lift 20 to 50 pounds; will use hands for repetitive single grasping, fine manipulation and pushing/pulling and operate foot controls. Frequent bending, twisting, squatting, climbing and reaching, required.

Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment

The noise level in the work environment is usually moderate.

I have received a copy of my job description and understand my job responsibilities, and I am able to perform the essential requirements of my job.

Signature of Applicant

Date

Signature of Employer

Date