Residential Home Manager

**Minimum Qualifications:**BACHELORS DEGREE IN HUMAN SERVICE FIELD. EXCEPTIONS MAY BE ATTAINMENT OF PARTIAL COLLEGE OR AA DEGREE WITH EXTRAORDINARY RESIDENTIAL HOME EXPERIENCE WITH DMH APPROVAL: VALID ALABAMA DRIVERS LICENSE AND ACCEPTABLE DRIVING RECORD; FIRST AID AND CPR CERTIFICATION.

**Primary job functions and performance expectations:**  
Responsible for day-to-day operations of group home(s) serving mental illness population.

Maintains accurate financial records and keeps expenditures within budget.

Ensures residents are maintained in a safe and clean environment.

Responds to residential emergencies.

Provides assistance to residents in the development of daily living skills and in management of personal funds.

Maintains adequate amounts of supplies and groceries and participates in meal planning activities.

Assist residents in the setting and enforcement of house rules.

Supervision of group home staff.

Administers, implements, and documents appropriate supervisory and personnel actions when needed.

Coordinates group home staffing schedule to ensure adequate staff coverage at all times.

Provides on-going training to staff.

**Consultation and Education:**

Serves as liaison for residents, families, and community.

Provides presentations in the community regarding residential services.

Provides basic information on residential services to the general public as needed.

**Coordination of residential clinical services:**

Develops and implements clinical programming as designed by recommendation by all involved: professionals, staff, families, and clients.

Communicate weekly with Day Treatment staff and Residential Therapist.

Attend monthly Utilization Review meetings.

Consult with the Clinical Director as needed.

Attend training sessions and workshops that apply to residential services.

Ensures documentation in residential client records is in accordance with established guidelines.

Establishes and maintains consumer clinical information for the group home residents.

The Group Home Manager or his/her designee will be responsible for the storage and protection of consumer information in a locked room when not being utilized by residential staff.

Maintains productivity requirements of 200 hours per month.

Completes other related duties as assigned by supervisor.

Executes these duties and responsibilities in a timely and accurate manner. Treats such duties with same importance with relationship to confidentiality as other duties and responsibilities.

To Apply, please email your resume to:  [recruiting@centralalabamawellness.org](mailto:recruiting@centralalabamawellness.org)