

- I. TITLE: HOME MANAGER
- II. SUPERVISOR: RESIDENTIAL DIRECTOR
- V. 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.
- VI. PRIMARY JOB FUNCTIONS AND PERFORMANCE EXPECTATIONS:
  - 1. Responsible for day-to-day operations of group home(s) serving mental illness population.
    - A. Maintains accurate financial records and keeps expenditures within budget.
    - B. Ensures residents are maintained in a safe and clean environment.
    - C. Responds to residential emergencies.
    - D. Provides assistance to residents in the development of daily living skills and in management of personal funds.
    - E. Maintains adequate amounts of supplies and groceries and participates in meal planning activities.
    - F. Assist residents in the setting and enforcement of house rules.
  - 2. Supervision of group home staff.
    - A. Administers, implements, and documents appropriate supervisory and personnel actions when needed.
    - B. Coordinates group home staffing schedule to ensure adequate staff coverage at all times.
    - C. Provides on-going training to staff.
  - 3. Consultation and Education.
    - A. Serves as liaison for residents, families, and community.
    - B. Provides presentations in the community regarding residential services.
    - C. Provides basic information on residential services to the general public as needed.
  - 4. Coordination of residential clinical services.

- A. Develops and implements clinical programming as designed by recommendation by all involved: professionals, staff, families, and clients.
  - B. Communicate weekly with Day Treatment staff and Residential Therapist.
  - C. Attend monthly Utilization Review meetings.
  - D. Consult with the Clinical Director as needed.
  - E. Attend training sessions and workshops that apply to residential services.
  - F. Ensures documentation in residential client records is in accordance with established guidelines.
5. Establishes and maintains consumer clinical information for the group home residents.
- A. 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.
6. Maintains productivity requirements of 200 hours per month.
7. Completes other related duties as assigned by supervisor.
- A. Executes these duties and responsibilities in a timely and accurate manner.
  - B. Treats such duties with same importance with relationship to confidentiality as other duties and responsibilities.

I HAVE RECEIVED A COPY OF THIS JOB DESCRIPTION. ITS CONTENTS HAVE BEEN DISCUSSED WITH ME AND I UNDERSTAND THE DUTIES AND RESPONSIBILITIES OUTLINED.

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SIGNATURE

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DATE