

North Shore ARC, Inc.
JOB DESCRIPTION

Title: Assistant House Director

Division: Residential Services and Supports

Supervised by: House Director

Supervises: House Managers, Relief Staff

Description/Responsibility: Responsible to the Director of Residential Services for all phases of operation of the community residence.

Duties:

Job Knowledge

Practical/technical skills and know how to do the job.

- Maintain and oversee the bookkeeping systems for all house accounts and individuals accounts and expenses.
- Maintain and supervise the individual finances and entitlement.

Quality

Accuracy, thoroughness and acceptability of the work performed.

- Ensure that the following records are maintained and update on each individual
- Individual Support Plan (ISP)
- Behavioral Treatment Plans
- CARAS
- On call emergency book

Productivity

Quality and efficiency of work produced in a specified period of time.

- Assist the implementation of annual evaluations for each respective staff person
- Inform, via established paper routes. Human Resource personal and respective supervisors of all staff changes with respect to:
 - schedules
 - name changes
 - address changes
 - turnovers

Reliability

Extent to which an employee can be relied on regarding task completion and follow up.

- Attend and participate in weekly meetings
- Ensure that the house and house vehicle are maintained in good condition at all times

Dependability

Extent to which an employee can be relied on to be at work on time.

- Report to work as scheduled by the House Director

Independence

Extent of work performed with little or no supervision.

- Submit salaried and relief staff time sheets on a weekly basis within the time frames outlined by the payroll division
- Schedule full time, part time and relief staff weekly and as needed to coverage staff vacancies and individual

emergencies. This includes making night calls, a minimum of one time per month between the hours of 6p.m. – 8p.m. or 7p.m. –9p.m. on a rotational basis.

- Complete quarterly vehicle reports and submit as per specified times

Initiative

Extent to which an employee seeks out new assignments and expands capabilities, personally and professionally.

- Participate in agency and program fundraising a minimum of 10 hours annually
- Participate in one agency committee
- Request and participate in the evaluation process annually

Adheres To Policy

Extent to which an employee follows safety and other regulations.

- Maintain certification in medication administration, CPR and first aid
- Maintain itemized records and to submit receipts of all purchase, bills and other expenses to the NSARC bookkeeper at the main office

Communication

Presents information clearly, effectively, logically and in a comprehensive manner to individuals and groups.

- Attend regular supervision meetings and report issues including immediate reporting of all health and safety related problems or concerns

Written Communication

Presents written material logically and in a comprehensive manner.

- Prepare monthly DMR invoices, processing social security and Medicaid forms, self-preservation forms, monthly restraint forms, safety plans and other related individual forms
- Forward all incident reports to the immediate supervisor

Interpersonal Skills

Interacts effectively with staff, co-workers, Supervisors, individuals and families supported by the agency.

- Supervise respective staff persons, conduct weekly staff meetings, provide on site supervision and individual supervision as needed

Rights and Dignity

Respects dignity of individuals, encourages ownership and responsibility, assures privacy and due process.

- Maintain the confidentiality of each person, their family and the events associated with the home
- Ensure that the human and legal rights of all individuals are protected
- Create schedules that are flexible and supportive to each persons needs and interests
- Ensure that each individual receives Human Rights Training annually

Personal Well Being

Attentive that Individual's live in a stable, safe and comfortable environment, have a healthy life style and have proper nutrition.

- Meet with respective house committee personnel, complete and submit monthly house committee reports and attend monthly joint house committee meetings as required\
- Coordinate access to adaptive technology that enhances individual independence as well as personal dignity

Individual Control

Provides opportunities for choices, supports decisions, personal control and spirituality.

- Ensure that Individual's are provided assistance in the selection and wearing of clothing appropriate to age, weather and activity.

- Assist and support Individual's in ADL's

Community Membership

Supports opportunities for meaningful recreation and leisure, promotes community activities and resources.

- Develop, maintain, and monitor community resources such as doctors, counselor, psychiatrists, educators, consultants, recreation facilities, etc.
- Facilitate community experiences for each individual that foster skill acquisition, relationships and independence.

Relationships

Provides supports to foster friendship, affection and interaction, supports family and intimacy.

- Establish and encourage individual family contact and involvement via parent meetings, individual home visits and other contacts as they arise or are requested on an individual basis.

Personal Goals and Accomplishments

Provides purposeful activities, fosters skills/job development, encourages and celebrates successes in personal goals.

- Maintain standards of job performance that are consistent with the ethics and commitments of a professional (see code of conduct)

Medication

Adheres to procedures for dispensing and documenting medications.

- Ensure that staff administers medication and specialized diets as per NSARC medication policies and procedures

ISP

Demonstrates understanding of ISP tasks, supports and implements ISP tasks, assures documentation is current.

- Supervise house staff to ensure that the respective ISP goals and objectives are implemented and monitored in writing as outlined within the ISP
- Participate as part of the ISP team to develop, implement and update annual ISP's

Training

Maintains all required certifications. Assures documentation is current and on file.

- Ensure that staff are trained in and have a firm understanding of DMR QUEST procedures, NSARC policies and procedures and other related monitoring standards and to ensure that all standards are implemented and maintained on an ongoing basis
- Assist in identifying in-service training needs

Analysis and Judgment

Identifies problems, evaluates courses of action and reaches logical decisions.

- Recommend disciplinary action and/or termination of staff to the Director of Residential Services as needed

Planning and Organizing

Effectively establish an appropriate course of action to accomplish a specific goal. Uses resources effectively.

- Submit vacation requests and ensure Director, Direct Care coverage prior to departure
- Schedule and maintain records of staff attendance in all In-service, mandatory and other related training's

Problem solving/Decision Making

Applies knowledge and skills, practical thinking and objectivity to situations. Foresees impact and consequences of recommendations.

- Screen, interview and hire community residences staff in conjunction with the House Committee representatives and their respective supervisor

Management Skills

Effectively uses resources to achieve agency goals. Establishes and shifts priorities as necessary. Implements policies and procedures. Inspires teamwork, stimulates suggestions and maintains discipline.

- Act as liaison with the Department of Mental Retardation, LEA's, Social Security Office, Day Programs and other related agencies as per individual needs.
- Work with area state agencies and referral sources in identifying and screening potential individuals in accordance with the agencies intake policy.

Any other duties that, from time to time, may be requested.

Safety:

- Maintain a safe working environment as determined by NSARC policies.
- Follow Universal Precautions at all times.
- Wear protective equipment (i.e. masks, gloves, back belts, eyewear, etc.) as necessary.

Works Closely With: House Managers, Assistant Residential Director, Other involved personal, DMR Case Managers

Requirements: BS/BA and 3 years Human Service Experience preferred

UFR job classification: 135

Overtime status: exempt

Approved by:

Date: