

North Shore ARC, Inc.
JOB DESCRIPTION

Title: House Manager

Division: Residential Services and Supports

Supervised by: House Director

Supervises:

Description/Responsibility: The House Manager has the on site responsibility to teach, to support and to facilitate choices for people in their homes and within their communities. Staff will identify the accepted standards in a specific community and ensure the home meets or exceeds those standards.

Duties:

Job Knowledge

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

- Maintain records for an in house budget relative to food and weekend household expenses in accordance with NSARC policy and procedures.
- Maintain records for individual bank accounts for each individual in the residence in accordance with NSARC policy and procedures.
- Adhere to emergency procedures and on call beeper systems.

Quality

Accuracy, thoroughness and acceptability of the work performed.

- Keep the following records:
 - Inter-team communication logs
 - Fire drills
 - Human Rights monthly restraint reports and others defined by House Director
 - Individuals house money
 - Health Management Care Book
 - Daily Data/Progress Book
 - Individual Support Plan/ Confidential Book
 - Complete DMR performance objectives. Forward quarterly reports to their supervisor.

Productivity

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

- Maintain agency vehicles through routine cleaning and documentation of daily mileage, gas slips and oil changes.
- Initiate and coordinate seasonal maintenance for the house and yards. This includes but is not limited to lawn mowing, shoveling snow from exits, sidewalks, driveways, storm windows or screens in place as appropriate and raking leaves.
- Produce thorough, comprehensive progress notes according to schedule time lines.
- Complete thorough comprehensive status assessments according to scheduled time lines.

Reliability

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

- Attend weekly staff and other meetings as required.
- Report any maintenance needs within the home to the House Director.
- Contact Nursing Beeper for medical or medication issues.

Dependability

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

- Be reliable and dependable covering the weekly schedule as defined by the House Director.

Independence

Extent of work performed with little or no supervision

- Prioritize daily routines and activities to ensure follow through.

Initiative

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

- Request and participate in the annual evaluation process.
- Research activities, resource and/or partnerships that support individuals within their home and community.

Adheres to Policy

Extent to which an employee follows safety and other regulations.

- Show proof and maintain a valid drivers license.
- Train individuals in self preservation and home community safety practices and implement a fire evacuation plan by conducting monthly fire drills, ensuring that two night time drills (after 11 PM and before 5 AM) take place within a one year period.
- Be informed of and responsible for following all NSARC polices and procedures.
- Ensure the vehicle is used for activities for individuals in the home only.
- Maintain Certification in Medication Administration, CPR and First Aide.

Communication

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

- Report behavioral, medical or maintenance issues immediately to the House Director and complete necessary documentation in accordance with NSARC emergency procedures.
- Discuss staff related issues with House Director.
- Maintain ongoing communication with all individuals involved in the house including families, advocates and day services/work and other involved parties as needed.

Written Communication

Presents written material, effectively, logically and in a comprehensive manner to individuals and groups.

- Maintain accurate time records and submit weekly as per submission of time sheet guidelines.
- Ensure that entries in the daily logs are accurate, clear and professional.
- Write comprehensive progress notes.

Interpersonal Skills

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

- Encourage family involvement to promote relationships and cultural identities and religious interests that are respectful of the individuals choice and preferences.

Rights and Dignity

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

- Create schedules that are flexible and supportive to each persons needs and interests.
- Be informed of and respect the human and legal rights of all individuals in the home.
- Maintain the confidentiality of each person, their family and the events associated with the home, complete human rights training and officer training.
- Attend quarterly human rights meetings.

Personal Well Being

Attentive that individuals live in a safe, stable and comfortable environment, have a healthy lifestyle and proper nutrition.

- Ensure the safety and well being of individuals living in all NSARC homes by maintaining staff to consumer ratios in accordance with agency policy. This includes providing emergency coverage and cooperating in deployment procedures as defined by the House Director.

Individual Control

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

- Assist individuals in the selection and wearing of clothing appropriate to age, weather and activity.
- Assist and support Individuals in ADL's.
- Promote a culturally supportive deaf environment .
- Ensure the house/apartment is accessible to Individuals in all phases of communication such as ASL. Visual gestures and non-verbal communication.
- Facilitate communication access via utilization of current technologies.
- Provide meaningful opportunities and choices to expand personal experiences.

Community Membership

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

- Provide transportation as necessary.
- Facilitate community experiences for each individual that foster skill acquisitions, relationships and independence.

Relationships

Provides supports to foster friendships; affection and interaction; supports family and intimacy.

- Be a positive role to individuals living in the home, with respect to attire, demeanor, behavior and social interaction.

Personal Goals and Accomplishments

Provides purposeful activities; fosters skill/job development; encourages and celebrates successes in personal goals.

- Maintain the home and its furnishing. This includes; teaching individuals and or ensure that dusting, vacuuming, washing floors, doing laundry, spot cleaning rugs and walls and taking care or the general cosmetics of the home is performed weekly or as needed.

Medications

Adheres to procedures for dispensing and documentation is current

- Administer medications and special diets by ensuring that NSARC medications policy and procedures are maintained.

ISP

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

- Ensure consistent delivery of service and maintenance of documentation as defined by the Individual Support Plan (ISP) and agency standards.
- Participate, as part of the professional team, in developing and implementing the Individual Support Plan (ISP) for each individual.
- Maintain NSARC Annual Assessment with assistance from your House Director.

Training

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

- Attend in service training programs required by the agency.

Analysis and Judgment

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

- Report orally and to file a written report of an accident to the House Director within one working day.
- Participate in the screening and selection of all individuals being considered for admission to the homes.

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

Safety:

1. Maintain a safe work environment as determined by NSARC policies.
2. Follow Universal Precautions at all times.
3. Wear protective equipment (masks, eye wear, back belts, gloves, etc.) as necessary.

Works Closely With: Individuals within the home, House Director, relief staff as scheduled, doctors, families and other involved personal.

Requirements: BS/BA in related field or enrolled I BA program and two years experience in Human Services is preferred. All qualified applicants will meet screening procedures and participate in all training’s. This is an entry level position.

UFR job classification: 135 Direct Care

Overtime status: Non-Exempt

Approved by:

Date: 2/12/01