



### **Benefits:**

- Medical, Dental, and Vision insurance options available
- 401K
- PTO
- Paid Training

### **House Manager Job Description:**

Responsible for overall program of a group home with up to 10 children. Supervises all staff at the house. Schedules staff and provides coverage as needed. Schedules and coordinates daily activities per the needs of the children. Functions as a role model, adhering to agency standards of practice for children, staff, and the public. Provides a therapeutic approach during daily routine. Serves as a role model, servant leader, and surrogate parent for the kids under his/her care.

### **Responsibilities, include but are not limited to:**

- Supervise daily living routines in the home. Able to create a positive, family-like environment for foster children in care.
- Supervises, empowers, and develops staff (Assistant Manager and 5-8 behavior health technicians)
- Coordinates the house schedule and appointments of all children
- Transport children as needed to school, church, recreation and other assigned destinations
- Enforce behavioral boundaries established in the home. Utilizes a therapeutic approach to deescalate difficult behaviors and models that approach to staff
- Plan the use of children's leisure time to provide educational, recreational, spiritual and culturally diverse activities
- Plans weekly life skills and education lessons are plan and executed. (Isaiah. Staff working on Monday)
- Develops **service plans** and goals for each kid and works towards those goals (e.g., hygiene, healthy relationships, emotional regulation, getting a job, passing classes, etc) (Individual staff as assigned)
- Monitor school attendance and grades of children including enrolling children and serving as point of contact for the school
- Oversees licensing documentation including client files, house logs, **monthly reports** (incident reporting, progress reports and service plans)
- Ensures safety and house furnishings is in good working order and cleanliness is upheld
- Maintain contact with case workers to keep them updated on children's' progress and serves on CFT as a professional representative of Ohana
- Serves as an advocate for the child when behavioral health services are needed
- Able to safely and appropriately utilize Prevention and Support/CPI behavioral intervention standards when necessary
- Exert maximum muscle force to lift, push, pull, or carry objects
- Use abdominal & lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing
- Any other responsibilities as assigned by Program Director/Manager



**Qualifications:**

- Bachelor's degree preferred, minimum 1 year of experience in childcare or related training and education
- Must have prior supervisory experience, preferably in social or residential services
- Demonstrates strong boundaries and shows care and concern for children in crisis
- Excellent written and verbal communication skills
- Possess a valid Arizona drivers' license
- Must maintain current First Aid, CPR, and CIT certification
- Be able to obtain a valid Level 1 Fingerprint Clearance Card through the Department of Public Safety and a physical examination prior to employment
- Must be able to work in a culturally diverse environment
- Must have excellent organizational and time management skills

***This is a full-time position, Monday-Friday. Compensation depends on experience and is benefit eligible after 90 days of start date.***