



DCS House Assistant Manager

Benefits:

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

House Manager Job Description:

Responsible for assisting the House Manager with the overall program of a group home with up to 10 children. Assists with supervision of staff while working shifts with House Manager and takes on supervision responsibilities for weekend shifts for all staff and clients. Schedules and coordinates weekend activities per the needs of the children and has direct oversight of client weekend visits with family and other schedule visits. 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 servant leader, and surrogate parent for the kids under his/her care.

Additional Responsibilities, include but are not limited to:

- Supervises evening and weekend living routines in the home. Able to create a positive, family-like environment for foster children in care.
- Assists House Manager in supervision and development of staff
- Direct oversight of client weekend visits by ensuring communication occurs between group home and transportation.
- Provides consistency, structure, and therapeutic approach for clients returning from visits with family on evenings and weekends.
- Transports 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.
- Assists House Manager with Overseeing 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
- 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 House Manager

Qualifications:

- Bachelor's degree preferred
- Minimum 1 year of experience in childcare or related training and education required
- 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 Prevention & Support or CPI 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 (40hrs) position. Compensation depends on experience and is benefit eligible after 90 days of start date.