



DDD Assistant Manager

Benefits:

- Medical, Dental, and Vision Insurance options available
- Opportunities to advance
- Paid Training

Assistant House Manager Job Description:

Responsible for assisting the House Manager with the overall program of a group home. Assistant Manager needs to be able to work shifts that offset House Manager in order to provide supervision, leadership, structure, and accountability in the home for staff and members. Assistant Manager needs to have the competence and ability to fulfill role of Manager. Shifts needed may include evening and weekends and considered a Full-Time position of 35-40 hours per week. Schedules and coordinates weekend activities per the needs of the members and has direct oversight of member weekend visits and other scheduled appointments. Adheres to agency standards of practice for members, staff, and the public. Provides a therapeutic approach during daily routine. Serves as a role model, servant leader, and surrogate parent for the members under his/her care.

Primary Functions:

- Acting supervisor during shifts worked in order to create structured living routines in the home
- Able to create a positive, family-like environment for members
- Assists House Manager in supervision and development of staff.
 - *(This will include but not limited to assisting in leading Staff Meetings, helping with Staff Team bonding events, meeting with Direct Care Staff 1 on 1 to invest and develop relationship, taking corrective action toward staff as needed through verbal or written documentation, etc.)*
- Participates in weekly supervision with House Manager for first 30-45 days in new role and then regular supervision with House Manager at minimum 1x per month after 45 days.
 - *(Supervision will include but is not limited to discussing member needs, staff concerns, housing updates, etc.).*

Responsible for all member medication including but not limited to:

- Medication count once or twice weekly
 - *(dependent upon Manager preference and house need)*
- Call medicine in for reorder when medication count is below 7 day's worth
- Main point of contact for any medication concerns, needs, refills, etc.
- Responsible for knowing member medical history

Ensure proper documentation

- *(communication log, attendance sheet, incident report(s), medication logging before leaving all scheduled shifts)*
- Collaborating with House Manager, Direct Care Staff and members to create a calendar of events/outings for weekends that focus on creating fun family



experiences for members and opportunities for members to grow in their personal faith.

Additional responsibilities to include, but not limited to:

- Meal planning, ordering groceries
- Charts, book-keeping, and general documentation (i.e. monthly expense reports, incident reports, monthly progress reports (dependent upon Manager preference)
- Transporting members to scheduled appointments and outings
- Must play an active and intentional role in each member's health & and well-being
- Willing to implement the Servant Leadership model and Ohana's 3 Pillars
- Must be familiar with member medical history
- On call during the weekends to support of staff and members
- Able to safely and appropriately utilize Prevention and Support 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
- Other duties as assigned by House Manager

Qualifications:

- Preferred to be at least 21 years of age
- Associates Degree or 1 year experience within field required
- Must be flexible
- Must have reliable transportation and means of communication
- Must have a valid AZ Driver License with good driving record
- Must be able to pass a background check to obtain a Level 1 Fingerprint Clearance card from Arizona Department of Public Safety
- Must be able to read, write and speak fluent English
- Must be proficient with Microsoft Word, Google Calendar, and Microsoft Outlook
 - Must display and uphold Ohana company values at work and on any social media platform
- Minimum training required: Prevention & Support, CPR, First Aid, Article 9

This is a full-time (40hrs) position. Compensation depends on experience and is benefit eligible after 90 days of start date.