



DDD House Manager

Benefits:

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

House Manager Job Description:

Responsible for the overall program of the group home with adults or children with developmental disabilities. Supervises all staff and members. Schedules and coordinates weekly activities per the needs of the members and has direct oversight of member visits and appointments. Responsible for creating weekly staff schedule and approving or denying staff time off. Coaches staff on professional and personal development. Works collaboratively with member's team and support system. Provides clarity & enforcement on agency policies and protocols to staff and member's team. 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 members under his/her care.

Primary Functions:

- Supervise, coach, and train all direct support staff assigned to the home
- Create a family like home for all residents so they will thrive and reach their potential
- Create a daily routine that all staff follow to ensure consistency with love and structure
- Assuring that all staff are up-to-date on training of the unique needs of the residents
- Drive residents to medical and med review appointments or assigning approved staff to do so
- Assure that the resident's individual plan is carried out in all respects, including any habilitation training and behavior treatment plans
- Create activity schedules for recreational activities
- Assure that all nutritional needs are met, weekly menus are created, and grocery shopping is done
- Daily monitoring includes medication, program data, communication logs, and staff schedules
- Ensure that all state-mandated regulations and company policies are maintained at all times
- Complete Monthly Progress Reports and fund ledgers (if applicable) for each member
- Complete Monthly Staffing Matrix
- Fill out Monthly Expense Report and turn in form and receipts to Operations Director
- 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
- Any other responsibilities as assigned by direct supervisor, Program Manager, or Program Director

Qualifications:

- Preferred at least 2 years of college, minimum 1 year of experience
- Must have prior supervisory experience, preferably as a group home or program manager



- Demonstrates strong boundaries and shows care and concern for children and adults with disabilities
 - Excellent written and verbal communication skills
 - Possess a valid Arizona drivers' license
 - Must maintain current First Aid, CPR, and Article 9, and Prevention and Support certification
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- 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