

Job title	<i>Group Home Manager</i>
Reports to	<i>Program Director and/or Executive Director</i>
Part Time & Full Time	<i>Full Time (Nonexempt)</i>

Job purpose

Under the general supervision of the Program and/or Executive Director, the work involves a variety of tasks focused upon providing support, and advocating for, the quality of life and personal preferences of adults with intellectual disabilities, giving them the tools for self-advocacy and to live independently in the least restrictive setting.

Duties and responsibilities

- ☐ To foster dignity and independence for persons served.
- ☐ Understand and protect the rights of persons served in accordance with Residential Support Services (RSS) policies, and all State and Federal regulations and guidelines.
- ☐ Arrive to assigned shifts as scheduled.
- ☐ All shifts require staff to be awake and alert.
- ☐ Implement outcomes as developed in the PSP.
- ☐ Monitor individuals to ensure safety in regard to medical, health, behavioral and environmental issues.
- ☐ Engage clients in recreational and leisure activities of their preference in accordance with RSS policies.
- ☐ Assisting the clients to maintain the upkeep and cleanliness of their homes by following chore lists and communicating deficiencies to staff or maintenance departments as required.
- ☐ Adhere to the menu and prepare and serve nutritious, home-style meals.
- ☐ Follow clients' daily schedules including hygiene needs (to include, but not limited to lifting, transferring, toileting and showering), vocational activities, outings including shopping, and preferred activities.
- ☐ Complete all required charting, T-logs, communication logs, and any other documentation required for the group home.
- ☐ Conduct monthly fire drills.
- ☐ Assisting/training staff with completion of client care
- ☐ Will be on call as necessary to ensure health and safety
- ☐ Completing and attending PSPs
- ☐ Follow Licensing mandates
- ☐ Provide 12 hours annual training for self and staff
- ☐ Ensure each resident is receiving adequate medical and dental (and all annual appointments are attended)
- ☐ Complete evaluations of supervised staff
- ☐ Complete monthly vehicle checklists
- ☐ Provide 7 Day Orientation to all new hires
- ☐ Assures appropriate documentation for disciplinary action is completed
- ☐ Holds group home staff meetings, provides meeting minutes
- ☐ Duties are subject to change at the discretion of the Executive Director, after consultation with Residential Manager and/or the group home manager.

Qualifications

- ☐ High degree of empathy and compassion for others

- ☐ Able to pass a criminal background check (State Mandated)
- ☐ Four years work experience with individuals with developmental disabilities
- ☐ Valid Montana driver's license and insurability under RSS insurance
- ☐ CPR and First Aid certified
- ☐ Medication Certified

Working conditions

This job will require working with clients in their homes and in the community. Residents will be supported all hours and days (weekends and evenings included). Preferred candidates will be able to interact in a positive, productive and professional manner with coworkers, and with clients that have a wide array of mental, cognitive, physical, and social barriers to living successfully in the community

Physical requirements

Hours in a workday

Sitting 1 2 3 4 5 6 7 8 9 10 11 12 13 14

Walking 1 2 3 4 5 6 7 8 9 10 11 12 13 14

Standing 1 2 3 4 5 6 7 8 9 10 11 12 13 14

Surface/Terrain: Carpet, Flooring Concrete and General Outdoor Terrain

Key S – Seldom O – Occasionally (1 hour to 2 ½ hours)
F - Frequently (3 – 5 hours) C – Continuously (5 hours a shift or more)

Activity	0-10lbs	11-24lbs	25-34lbs	35-50lbs	Over 50lbs
Lifting					
Knee High	F	F	O	S	S
Lifting					
Waist High	F	F	S	S	S
Lifting					
Overhead	S	S	S	S	S

Bending: F Squatting: O Crawling: S Climbing: O Kneeling: S
Reaching Above Shoulder Height: O Pushing: O Pulling: S

Dexterity:

Simple Grasping Yes X No
Firm Grasping Yes X No
Fine Manipulation Yes X No

Environmental Conditions:

Required to work outdoors summer - Yes
Required to work outdoors winter – Yes
Exposed to fumes – Yes
Exposed to dust – Yes
Exposed to gases – No
Exposed to noise/vibrations – Yes
Exposed to physical aggression from others – Yes
Exposed to offensive odors/sights – Yes
Exposed to blood borne pathogens – Yes
Uses machines, tools and equipment on the job – Yes

Uses protective equipment on the job – Yes

Approved by:	<i>Cal Calton, Interim Executive Director</i>
Date approved:	<i>4.12.21</i>
Reviewed:	<i>4.12.21</i>

I have read and understand my entire job description and the responsibilities as outlined above. I agree to maintain confidentiality about all aspects of my job as they relate to the individuals and the corporation. I also understand that this corporation reserves the right to revise or change my job duties and responsibilities as needed by business demands.

Staff Printed Name: _____

Staff Signature & Date: _____

Residential Support Services is an equal opportunity employer. Employment is based upon personal capabilities and qualifications without discrimination because of race, sexual orientation, color, national origin, religion, creed, sex, age, physical or mental disability, marital status, genetic information, veteran, disability status or any other protected characteristic as established by law.