

Job Title:	House Manager	Job Category:	Residential
Location:	15999 W. 12 Miles Road Southfield, MI 49306 *Assigned Home	Travel Required:	25%
Department:	Clinical	FLSA Type:	Non-Exempt
Reports to:	Area Manager		

General Summary: The role of the House Manager is to serve the clients, the orderly functioning of the home and supervision of the direct care professionals assigned to the managed home.

Principal Duties and Responsibilities

- Overall management of staff members assigned to the home
- Ensure compliance and familiar with adult foster care, licensing requirements, CARF requirements and compliance with individual contract.
- Complete staff/house regular schedules and ensure it corresponds to the client needs
- Submit monthly med sheets, appointment records and disposed med sheets to RN
- Ensure staff is reviewing and signing medication information sheets
- Consult with Assistant Area Managers regarding any household needs such as linen, bathroom items, etc.
- Address DHS correspondence
- Complete performance reviews of staff members as required
- Training of new hire staff members as well as on-going training of staff members of the home
- Ensure communication all policies and procedures of Kadima are being followed
- Ensure that all record files and the documentation are in the resident file
- Oversee and ensure all documentation and distribution of medication is followed as required.
- Work regular shifts and additional shifts as needed
- Is responsible to pick up shifts if other staff members are unavailable (may be mandated)
- Be “on-call” to handle any issues, questions or concerns during shifts
- Be on time and participate in mandatory staff meetings
- Set example of behavior for all direct reports
- Responsible to conduct themselves in professional and respectful manner at all times
- Abide by the National Association of Social Workers (NASW) Code of Ethics, Adult Protection Code, Mental Health Code, and the Commission on Accreditation of Rehabilitation Facilities (CARF) guidelines
- Perform additional duties as assigned by supervisor
- Implement client treatment plans as determined by the treatment team
- Carry out daily routines as assigned
- Ensure access to recreational, cultural, and religious opportunities for clients
- Provide transportation to and from vocational programs, day programs, medical and dental appointments, activities, etc. with company and/or personal vehicle
- Ability to assist the Direct Care Professionals with clients who have mobility, balance, strength and/or physical limitations
- Write daily entries into log regarding each client and his/her interactions; with peer group, Kadima staff, interactions at day/work program and in the community, health and hygiene, household responsibilities and other pertinent information
- Assist with daily living issues
- Provide support and encouragement
- Knowledge and implementation of emergency procedures
- Accurately account for any money assigned
- Act as a positive role model for clients and staff members
- Follow Kadima mission statement and core values
- Required to complete all assigned and required trainings

- May be asked and/or mandated to pick up additional shifts if needed
- Any other duties assigned by the Area Manager

Knowledge, Skills, Abilities and Qualifications Required:

Qualifications:

- Minimum of a high school diploma or higher
- At least two (2) years of related mental health experience
- Experience working with adults with psychiatric disabilities
- Previous management experience
- Valid Michigan driver’s license, three (3) years of driving experience, and vehicle insurance and registration
- Flexibility, knowledge of basic housekeeping skills
- Able to drive a vehicle, ascend/descend stairs, lift minimum of 10 pounds, provide physical support to clients as needed
- Ability to read and follow documents and directions
- Excellent communication and interpersonal skills
- Professional behavior and conduct toward all co-workers, clients and family members
- Ability to learn new tasks and comply with directions
- Computer experience: Word, Outlook, ability to access the internet
- Ability to problem solve, troubleshoot and make independent decisions
- Extremely organized and detailed
- Extremely friendly and employee relations focused
- Reliable and self-motivated with a keen eye for detail
- Willingness to work in a team environment and strong team player

Working Conditions:

Accommodation(s):

As appropriate and fiscally reasonable.

Physical Requirements:

- Able to hear ordinary conversations and phone communications.
- Able to stand for periods of time in training
- Able to sit in a vehicle for periods of time to transfer or travel with clients
- Able to lift to 10 pounds
- Able to walk within home and office environment on a regular basis including climbing stairs
- Able to drive company vehicle to a variety of properties

Environmental Conditions:

Home environment setting in air-conditioned or heated environment

This Company reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying the position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.” The described job requirements are subject to change to reasonable accommodate qualified disabled individuals.

Approvals:

Employee Signature

Date

Supervisor Signature

Date

