

JOB POSTING

POSTING #517

Date: July 12, 2017

Position: Respite Manager

Department: Respite

Reports To: Director of Direct Support Services

Status: Full-Time Exempt, Flexible Schedule to Include Weekends and Holidays

Knowledge/Skills/Abilities:

Bachelor's Degree in social services, sociology or a closely related field required;
2) Minimum of one year experience working with MR/DD individuals required;
3) Supervisory experience required; 4) Knowledge of/ability to learn respite policies and procedures; 5) Knowledge of Medicaid/Licensing regulations; 6) Ability to motivate others; 7) Ability to communicate effectively; 8) Knowledge of programming/treatment plans; 9) Ability to work flexible hours; 10) Ability to push, pull, bend, sit, stand and stoop for extended periods of time; 11) Ability to regularly, intermittently and spontaneously lift, transfer and reposition individuals, 12) Ability to lift 50 pounds;
13) Current CPR/First Aid training including Child/Infant CPR may be required;
14) STOPP training may be required.

Duties and Responsibilities:

Ensures delivery of services set forth in ISPs for individuals receiving adult/child respite services; ensures active treatment is provided for individuals receiving respite services; ensures compliance with relevant local, state and federal laws/standards/regulations; assists in hiring, supervising and evaluating respite staff; assists in ensuring adequate direct care staffing for respite department; ensures efficient operation of the respite department; assists in ensuring adequate staff development for all respite department staff; functions as a member of administrative team, management team, admissions committee, chair for Annie's House advisory committee, administrator on-call team and other committees as assigned; cooperates with nursing to ensure health services are provided in accordance with each individual's needs and all applicable local, state and federal laws/regulations/standards; represents the Anne Grady Corporation to the public; markets and promotes respite services as needed; coordinates all schedules and services for respite stays, including ensuring funding; coordinates documentation books, summary sheets and supervision levels for all respite stays; ensures individuals are free from abuse and neglect to the extent possible; exemplifies corporation philosophy; follows all policies and procedures; reports immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect; performs other related duties as required and assigned.

If interested, submit a non-bargaining unit bid form to Human Resources by Wednesday, July 19, 2017.