

ANNE GRADY SERVICES

JOB CLASSIFICATION: Home Manager
DEPARTMENT: Direct Support Services
TITLE OF POSITION: Home Manager
IMMEDIATE SUPERVISOR: Program Coordinator
NORMAL WORKING HOURS AND SCHEDULES: Flex

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE/SKILLS/ABILITIES: 1) High school graduate or GED required, college degree or course work in human services field preferred; 2) Minimum of one (1) year experience working with individuals with developmental disabilities preferred; 3) Supervisory experience preferred; 4) Knowledge of Medicaid and Licensure regulations; 5) Knowledge of Anne Grady Services policies and procedures; 6) Ability to motivate others; 7) Effective communication skills; 8) Ability to flex schedule as needed; 9) Ability to make independent decisions; 10) Ability to lift 50 pounds; 11) Valid driver's license, proof of auto insurance, acceptable driving record required; 12) May be required to drive corporation vehicles; 13) Ability to push, pull, bend, stoop, and stand for extended periods of time; 14) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals; 15) CPR/First Aid required; 16) Medication administration certification required.

POSITION RESPONSIBILITIES

1. Assist in hiring and termination of employees supervised. Supervises, evaluates, and manages performance of employees assigned. Ensures adequate training and development of employees supervised.
1. Complete staff schedules and ensure adequate staff coverage. Acts as back-up coverage as needed. Ensures accurate completion of payroll for staff working in assigned home.
2. Available to staff outside of normal business hours through on-call procedures. Participate in on-call rotation for all Community ICF homes as assigned.
3. Participates in developing the ISP and provides services for individuals as designated by the ISP.
4. Ensures Individuals receive assistance/training in the home in areas of personal care, meal preparation/shopping, money management, communication, home maintenance and any other area as indicated by the ISP.
5. Ensured accurate and complete documentation to include but not limited to medical, ISPs and service documentation.
6. Ensures Licensure and Medicaid standards are met and activity promotes the philosophy of active treatment, normalization, and independence.
7. Provides a clean, healthy home environment that is aesthetically pleasing and fosters growth. Works in cooperation with the Maintenance Manager to ensure property needs are met.

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8. Ensures completion of all medical appointments/follow-up. Monitors health/medical status in cooperation with nursing.
9. Budgets and monitors all home finances and Individual funds in cooperation with the Program Coordinator.
10. Works with the Activities Coordinator/Specialists to ensure community participation and opportunities for activities in the home and community.
11. Maintain professional communication, both verbally and written, with staff supervised, Program Coordinator, QIDP, department leadership and other members of the interdisciplinary team. Works and communicates with other departments in a positive and professional manner.
12. Communicates regularly with parents/guardians/families in a positive and professional manner.
13. Works with and communicates with day program services, schools, and extracurricular activities.
14. Prepares and chairs any meeting assigned including in-services and home meetings.
15. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
16. Exemplifies Corporation philosophy and follows all policies and procedures.
17. Performs related responsibilities, activities, and duties as required.

List of positions directly supervise.

If more than eight, list totals only.

Home Care Worker I

Home Care Worker II

Signature of Department Director Date

Signature of Employee Date

Revised: 4/20/23