



House Manager

Primary Functions:

- Supervising, coaching, and training all direct support staff assigned to the home.
- Assuring that all staff are up -to-date on classroom training, as well as training on the unique needs of the residents.
- Driving residents to medical and med review appointments.
- Assuring that the resident 's individual plan is carried out in all respects, including any habilitation training and behavior treatment plans.
- Creating activity schedules for recreational activities.
- Assuring 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.
- Ensuring that all state -mandated regulations and company policies are maintained at all times.
- Any other responsibilities as assigned by Program Director

Minimum Qualifications:

- Preferred at least 1 year of college , minimum 1 year of experience in childcare or related training and education
- 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
- 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