

Aloha Community Platteville, Manager

Date

04/27/2017

Reports to

President FASD Communities

JOB DESCRIPTION**Summary/Objective**

Planning, directing and establishing the operations and activities in a community-based group home. Establishes guidelines and procedures, provides direction and monitoring of all group home programs. Hires, trains, assigns and reviews work and evaluates group home staff, including professional, technical, administrative support staff, direct care staff and volunteers.

Essential Functions

- Plans, implements and evaluates the services and activities provided in the group home.
- Provides managerial oversight, methodological direction and advice to staff.
- Determines and regulates policy and procedures for the day-to-day operation of the group home.
- Maintains group home services and performs related administrative duties.
- Forms and maintains relationships with the community and other professionals.
- Participates in long-term planning by evaluating current programs, identifying gaps in and developing innovative programs and making modifications to existing programs.
- Identifies modern trends in group home services to keep up-to-date on current advances in the field.
- Reviews all files, interviews potential residents and their families, and makes suggestions regarding their suitability for residency.
- Hires and evaluates staff; assigns and reviews work; completes performance appraisals and provides feedback to staff; takes appropriate action as warranted by performance including recommending awards, disciplinary action or further development opportunities.
- Conducts staff meetings to review services, to discuss demanding situations as a team, to provide team development opportunities and to share information.
- Prepares grant proposals to obtain funding.
- Arranges for appropriate health and safety inspections of facility and prepares facility and program for State certification.
- Reviews reports and treatment plans to ensure quality, consistency and adherence to professional standards.

Competencies

- Leadership.
- Resourcefulness.
- Time Management.
- Decision Making.
- Communication Proficiency.
- Organization Skills.

Supervisory Responsibility

This position manages all staff and is responsible for the performance management and hiring process of employees.

Work Environment

This job operates in a standard office, household setting, and farming environment.

Required Education and Experience

CPR

Right Response

Background Check

Driving Record/DMV

Work Authorization/Security Clearance

Background check

Driving record

Other Duties

Takes on the responsibilities of a Direct Care Staff as necessary.

Prepares for the annual state inspection.

Please note

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

All levels of management have approved this job description:

President FASD Communities _____

House Manager _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____