

Original Date: September 25, 2006
Revised/Reviewed Date: April 1, 2011
Anniversary Date:

Job Description
RESIDENTIAL ASSISTANT MANAGER

1.0. Job Summary

Helps the Group Home Manager manage the day-to-day operation of the group home during the days and hours that the house manager is not there. This involves working directly with developmentally disabled adults on their daily living skills and objectives, supervising staff in the absence of the manager, and reporting any staffing conflicts to the group home manager.

2.0. Essential Job Duties

- 2.1. Assures all client IPP objectives and behavior management programs are being worked on regularly during their shifts and safety measures are being taught by staff on duty at the appropriate time.
 - 2.1.1. Is actively working with the client and staff toward achieving these objectives consistently during their shifts.
 - 2.1.2. Supervises laundry duties, which involves instructing and overseeing clients including folding, hanging up, and storing clothing as needed.
 - 2.1.3. Assures that housekeeping chores are completed: this involves instructing and supervising clients in activities such as dusting, sweeping, cleaning out cabinets and closets, etc. To assure that cleanliness of the house complies with Medicaid standards.
 - 2.1.4. Supervises and provides instruction on meal preparation and clean-up. Plans and revises, with clients, the meals as assigned by the Residential Manager.
 - 2.1.5. Assists residents with money management, which includes cashing checks, budgeting, paying bills, purchasing personal articles such as shampoo, lotion, deodorant, etc., and understanding the overall value of money.
 - 2.1.6. Directs clients in personal hygiene.
 - 2.1.7. Assures residents' knowledge of emergency evacuation procedures by conducting fire and tornado drills/training according to agency schedule.
- 2.2. Completes forms and narratives for the purpose of documentation and record keeping, such as resident activities, performance, behavior, nutrition, personal spending money, fire/natural disaster drill, medication records, etc.
- 2.3. Assures all residents take medications when prescribed or indicated by illness.

- 2.3.1. Assures that all medication prescriptions are filled and available at the residential facility.
- 2.3.2. Runs appointments scheduled on days that they work, and takes clients to any needed emergency appointments on days that they work.
- 2.3.3. Inform staff of any medical concerns or medications changes that come from the appointments ran.
- 2.3.4. Enter appointments ran into the client information system.
- 2.4. Performs the following duties in supervision of other staff in the home.
 - 2.4.1. Trains Residential Assistants according to a written training plan for all staff. Assures staff is training clients in consistent manner
 - 2.4.2. Assures that staff are following training plans and behavior plans appropriately during their shifts.
 - 2.4.3. Answers any questions that the staff have about the clients or company policy during their shifts.
 - 2.4.4. Performs personnel duties as required.
 - 2.4.5. Assures that staff are completing objectives as assigned, and having clients go out in the community on a regular basis.
 - 2.4.6. Reports any major problems or concerns to the Residential Manager.
- 2.5. Works on clients' IPP objectives daily and exercises behavior management in accordance with written behavior management programs
- 2.6. Participates in staff development, inservice training and staff meetings as required.
- 2.7. Helps plan and carry out activities, such as work, recreation, etc. and provides transportation if needed, which maintains resident involvement in community based activities/daily functions.
- 2.8. Implements changes as recommended by Q.M.R.P. and consultants.

- 2.9. Assures that a minimal amount of paper work is done during client time with the majority of paper work being done on flex time.
- 2.10. Participates as a team member of Person Centered Planning efforts with families, persons served, staff and community partners when asked including facilitating, scribing, note taking and planning.
- 2.11. Helps build and support natural support systems for individuals served.
- 2.12. Brings any major concerns to the attention of the Residential Coordinator. Brings any concerns of medical problems to the attention of the Residential Nurse and Q.M.R.P.

3.0. Essential General Duties

- 3.1. Relates to clients on an adult basis.
- 3.2. Maintains a home atmosphere with as much freedom as the functioning level of the resident can handle and is within the operating policies of the residence (See Residential Manual) and Pathfinder Services philosophy and practices.
- 3.3. Uses common sense judgment where necessary as applies to health, safety and well-being of the clients. (Illegal acts as described by law will not be tolerated.)
- 3.4. Meets all aspects of the Employee Handbook and Policy Manual.
- 3.5. Adheres to guidelines as set out in the Residential Manual.
- 3.6. Performs all other duties as required.
- 3.7. Physically assist clients in their daily needs.

4.0. Essential Cognitive Factors

- 4.1. Apply vocational or business principles to solve practical problems (plan, inspect, record).

- 4.2. Add, subtract, multiply, and divide; calculate money.
- 4.3. Read novels, magazines, shop instructions; write essays with proper spelling, punctuation; speak to groups using correct English.
- 4.4. Speak to groups.

5.0. Essential Psychological Factors

- 5.1. Occasionally under pressure to meet deadlines.
- 5.2. Makes decisions that have impact upon the lives of others.
- 5.3. Handles several tasks simultaneously.
- 5.4. Solves non-routine problems.
- 5.5. Works independently, with very little supervision available.
- 5.6. Frequently handles new situations.
- 5.7. Some duties must be performed precisely.
- 5.8. Handles confidential information.
- 5.9. Works in an isolated environment.
- 5.10. Maturely handles individuals' outbursts and irrational behaviors.
- 5.11. Applies effective aggression management techniques.
- 5.12. Must work at a personal level, yet remain professional.

6.0. Physical and Environmental Factors (Occasionally = .1-2.5 hrs./day;
Frequently = 2.5-5.5 hrs./day; Constantly = 5.5+ hrs./day)

- 6.1. Standing-frequently
- 6.2. Walking-frequently
- 6.3. Sitting-occasionally

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- 6.4. Controls-occasionally
- 6.5. Lifting-occasionally (50+ lbs., 5 ft.)
- 6.7. Carrying-occasionally (50+ lbs., 5 ft.)
- 6.8. Pushing-occasionally (25+ lbs., 150 ft.)
- 6.9. Climbing stairs-frequently
- 6.10. Stooping-occasionally
- 6.11. Kneeling - occasionally
- 6.12. Crouching - occasionally
- 6.13. Reaching –above and below shoulder-occasionally
- 6.14. Handling - occasionally
 - Simple grasping – frequently, left and right
 - Pushing/pulling - occasionally
- 6.15. Fingering –fine manipulation-occasionally
- 6.16. Feeling - occasionally
- 6.17. Talking - frequently
- 6.18. Hearing - frequently
- 6.19. Tasting/smelling - occasionally
- 6.20. Near acuity (20 in. or less) - frequently
- 6.21. Far acuity (20+ ft.) - constantly
- 6.22. Depth perception - occasionally
- 6.23. Accommodations (adjust lens to eye)-frequently
- 6.24. Color vision - occasionally
- 6.25. Field of vision - up/down and right/left - occasionally
- 6.26. Exposure to weather - occasionally
- 6.27. Noise - moderate
- 6.28. Atmospheric conditions-occasionally
- 6.29. Odors - occasionally
- 6.30. Toxic/caustic chemicals-occasionally
- 6.31. Other hazards - occasionally
 - Exposure to blood and other body fluids
 - Lifting/supporting body weight
- 6.32. Motor vehicles driven – frequently, car/van

7.0. Special Considerations

- 7.1. Residential Assistant Manager is required to work all holidays as may be part of regular schedule if alternate coverage is unavailable.
- 7.2. Meals
 - 7.2.1. On duty time includes meal time; meals are provided by employer. Menu will consist of food items planned for

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client/supervisor meals and approved by the dietitian.

- 7.2.2. Guests for meals are to be approved by Residential Manager.
- 7.2.3. Special requests for refreshments for social occasions may also be approved by the Residential Manager.
- 7.2.4. Exceptions such as meals out, separate food items, etc. will be paid in accordance with agency SOP on reimbursements.

8.0. Relationships

- 8.1. Residential Assistant Manager reports directly to the Residential Manager.
- 8.2. Works cooperatively with other staff to provide a consistent effective environment for the resident.
- 8.3. Supervises developmentally disabled residents in their daily activities.
- 8.4. Works cooperatively with all staff at Pathfinder Services to provide strong and consistent services with each person served.
- 8.5. Must have a phone.

9.0. Minimum Qualifications

(The following statements represent the minimum experience and training standards which will be used to screen applicants, provided that equivalent substitutions will be permitted in case of deficiencies in either experience or education.)

- 9.1. Individual must be of unquestionable character as determined by personal references and supply sufficient recommendations to support the fact that maturity, integrity, and dependability are hallmarks of his/her personality.
- 9.2. Preferably one full year of successful experience with the developmentally disabled.
- 9.3. Must have high school diploma or equivalent.
- 9.4. Must have ability to effectively express oneself in written reports.

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- 9.5. Past supervisory experience desirable but not required
- 9.6. Must have good communication skills.
- 9.7. Must have a valid driver's license and acceptable driving record.
- 9.8. The ability to communicate effectively, both verbally and in writing, with all levels of co-workers to promote an effective team-work approach to carrying out the responsibilities of the position, programs and agency's goals.
- 9.9. Ability to physically restrain, lift and/or assist clients.

Residential Assistant Manager Date

Residential Manager Date

Residential Coordinator Date

Senior Director Comm. Svcs. Date

Human Resource Director Date