

## **Children of the Immaculate Heart Job Description**

**TITLE:** Assistant House Manager (AHM)  
**FLSA STATUS:** Non-exempt  
**APPROVED DATE:**

### **SUMMARY**

It is the responsibility of the Assistant House Manager (AHM) to cooperate with the House Manager (HM) and ensure a safe, nurturing environment for residents. Further, the AHM must be able to step-in and continue with a consistent application of policies and procedures as well as state regulations should the HM be absent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive.

1. Accountability for supervising the Child Care Worker (CCW) shift and fulfilling the CCW responsibilities when on-duty.
2. Participate as needed with the Intake Process.
3. Co-administer the Point/Level System.
4. Facilitate needed “group” sessions.
5. Implement methodologies for resident behavioral change.
6. Co-supervise the monthly recreational plan and schedule.
7. Fulfill “advocate” role.
8. Participate in assigned meetings (i.e. weekly Team Meeting, etc.).
9. Administer that part of *Residential Management* assigned by the HM.
10. Perform Administration on-call duties during weekend hours.
11. Assist in the preparation of resident meals.
12. Light housekeeping activities.

### **PRINCIPLE INTERACTIONS**

The primary relationships of the AHM include: the Youth, the HM and CCWs.

### **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills and abilities required to perform the necessary functions of this position.

- Thorough knowledge of recreation therapy and its applications in the disabled community.
- Ability to accurately assess physical, cognitive and socio-emotional abilities of individuals and to make appropriate recommendations.
- Knowledge of adaptive and medical equipment necessary for accommodating individuals.

- Knowledge of purposes and functions of community recreation programs and the needs of the therapeutic community.
- Demonstrated customer service ability as well as public speaking skills.
- Strong writing and organizational skills.
- Knowledge of proper safety requirements and ability to apply first aid procedures.
- Ability to use financial, database, word processing and publishing software.

### **EDUCATION and EXPERIENCE**

It is preferred that the position of Assistant House Manager should have a Bachelors Degree in a Human Services related field and at least one year experience working with emotionally disturbed adolescents. Experience may be substituted for education; one year of experience equaling one year of education.

It is required that the position of Assistant House Manager shall meet one of the following requirements:

1. A Bachelor of Arts or Sciences Degree.
2. A valid Child Development Teaching Permit.
3. Completed 12 semester units of Early Childhood Education, Adolescent Development, or Foster and Kinship Care Education and have at least 100 hours of experience working with youth.
4. A valid certificate as an Alcohol Counselor, Drug Counselor or Alcohol and Drug Counselor, and have at least 100 hours of experience working with youth.
5. A valid vocational training certificate, credential, or documentation demonstrating that the individual is a trade journey person who instructs children in vocational skills and have at least 100 hours of experience working with youth as a mentor, athletic coach, teacher, vocational coach, tutor, counselor, or other relevant experience determined by the department.
6. Previously been employed as a full time staff or served as a volunteer at a group home, short-term residential therapeutic program, or substance abuse treatment program for at least one year.
7. Relevant life experience in the child welfare, mental health or juvenile justice systems as a consumer, mentor, or caregiver or relevant experience as determined by the department

Experience may be substituted for education. A person not meeting these requirements may be considered as an Apprentice CCW. This status will be explained by the person conducting the job interview.

### **AUTHORITY LEVEL**

Facility management

### **REPORTS TO**

## House Manager

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general company policies and House Manuals. Ability to write clearly. Ability to effectively present information and respond to questions from youth, House Manager, Child Care Workers and other staff. Ability to speak Spanish is a plus.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of differing personalities. Ability to handle stressful or sensitive situations tactfully and diplomatically.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid driver's license from the state of employment is required.  
First Aid certified or ability to become certified within 2 months.  
Must be able to pass Random Drug Tests.  
Must be able to pass Background Check.  
Must be able to pass 2-step TB (tuberculosis test).

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to uncontrollable physical behaviors such as kicking or biting. The noise level in the work environment is usually normal.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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***Signatures:***

The following signatures indicate that this job description was reviewed with the immediate supervisor. Further, it is a statement admitting performance levels capable of fulfilling the required responsibilities and duties defined within this job description.

\_\_\_\_\_  
Assistant House Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
House Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date