

Children of the Immaculate Heart

JOB DESCRIPTION

TITLE: House Manager (HM)
FLSA STATUS: Non-Exempt

SUMMARY:

It is the responsibility of the House Manager to supervise the daily management of the assigned group home / treatment center facility.

The House Manager is charged with the authority to implement, evaluate, and ensure consistent application of policy and procedure within the group home / treatment center. Of highest priority is the safety of residents and the staff. The House Manager is responsible for the interior cleanliness and overall appearance of the home and property. In addition, the House Manager is responsible for the overall quality of the treatment milieu.

Principal Accountabilities:

Specific duties and responsibilities of the House Manager include but are not limited to:

- 1) Residential Management
 - a) Accountability for staff schedules and attendance, vacation approval.
 - b) Enforce licensing regulations under direction of Administrator.
 - c) Accountability for a safe work and living environment.
 - d) Accountability for the consistent application of company policies and procedures.
 - e) Development of Treatment activities.
 - f) Supervise Development Groups and assist with Life Skills curriculum.
 - g) Assist with intake and discharge events/tasks.
 - i) Resident introductions to facility, staff, milieu
 - h) Attend the weekly Treatment Team.
 - i) Communicate medical needs to Case Manager.
- Human Resource Management
 - Participate in group interviews for applicants with Administrator and CEO
 - Orientation of new staff.
 - Day-to-day tasks, shadowing
 - Administer annual performance appraisals.
 - Administer performance warnings and discipline as needed.
 - Review and approve all time sheets.
 - Maintain records for all employees PTO.
- Food Service Management
 - Supervise grocery shopping
 - Accountability for menu compliance and snack provisions
 - Assist with food preparation

- Social Activities Management
 - Develop and maintain recreational programming for all residents.
 - Accountability for a posted weekly /monthly recreational schedule at each facility.
 - Supervise events and activities that foster social skills
4. Housekeeping Management
- a. Develop and maintain a cleaning schedule with resident chores
 - b. Accountability for interior home cleanliness
 - c. Supervise the purchase of cleaning products
- Facility and Transportation Maintenance Management
 - Accountability for reporting house maintenance/repair needs to Administrator
 - Direct staff on repair issues not needing the Maintenance Supervisor (i.e. changing light bulbs, plunging a toilet, etc.).
 - Marketing & Recruiting Management
 - Assist in the recruiting efforts for residents under direction of the CEO.
 - Risk Management
 - Accountability for application of all safety policies by the company and the state regulating agencies.
 - Other duties as assigned

Principal Interactions:

The primary relationships of the House Manager include: the Administrator, the Assistant House Manager, the Childcare Workers, the Teacher, the Teacher Assistant, the Case Worker, and CEO.

Education / Experience / Knowledge Requirements:

The position of House Manager requires a minimum of a Bachelor's Degree in a Human Services related field and experience working with emotionally disturbed adolescents. Experiences with case management and the supervision staff are required. Experience may be substituted for education; one year of experience equaling one year of education. A valid driver's license from the state of employment is required.

Authority Level: Facility Management

Reports to: Administrator