

# The Arc Caddo – Bossier JOB DESCRIPTION

## Community Homes Division

**POSITION TITLE:** Assistant House Manager

**PREREQUISITES:**

1. High School diploma or equivalent.
2. One year experience working in the developmental disability field.
3. Must be literate (able to read and write) at least on a 10<sup>th</sup> grade level.
4. 25 years or older.
5. Valid Louisiana driver's license.
6. Acceptable motor vehicle report.
7. Certified in CPR/First Aid. (Must be obtained prior to employment).

**POSITION FUNCTION:** The Assistant House Manager maintains a home like atmosphere in the House Manager's absence. The Assistant House Manager provides continuity in individual program plans for each resident and enhances and insures least restrictive environment.

**SPECIFIC DUTIES:**

1. Provides guidance and supervision as needed in House Manager's absence.
2. Provides appropriate role model for other staff members and residents.
3. Prepares meals for residents as directed by supervisor.
4. Participates in the development of program plans for the individual residents.
5. Supervises individuals' daily activities as indicated by House Manager.
6. Assists in maintaining a daily log of events in the home.
7. Maintains interior and exterior of home to meet ordinary cleanliness standards. Report any needed maintenance for the home or vehicle to the office.
8. Implements or supervises implementation of the resident's program plan and provides or supervise documentation of same.
9. Provides laundry and other services for those individuals not able to help on their own.
10. Maintains records as directed. To include but not be limited to client and household financial records, vehicle reports, safety reports, medication logs, significant contacts, incident reports, etc., along with all other pertinent records as required by the agency.
11. Assures that grooming standards designed by house manager are maintained.
12. Assures safety, health and well being of residents and employees. Report all injuries and/or emergencies to the office / on-call.
13. Provides transportation to and from work / school and planned activities when necessary.
14. Must be able to provide necessary direct – care services for all individuals in the home. Provides care during the week, in the event of illness of a resident when necessary. Also, provides assistance in getting medical treatment, when necessary. This includes taking resident to doctors appointments.
15. Be available to work rotating schedules (permanent work schedule) to include weekends with ample notice. (2 weeks required by agency policy).
16. Be able to lift 35 – 40 pounds if necessary.

17. Must attend and complete all training as required by the agency.
18. Must be able to complete and pass Certified Medication Attendant course. Maintain this certification throughout your employment with The Arc Caddo-Bossier.
19. Maintain at a minimal a satisfactory job performance evaluation. Continuous efforts should be made to strive for excellence.
20. Promote harmony, and encourage communication, cooperation and positive participation among resident / co-workers at all times.
21. Interfaces with consultants, social services department, office personnel, parents, neighbors, and other service agencies, etc., in a congenial professional manner.

REPORTS TO:      House Manager

**SUPERVISORY RESPONSIBILITIES:**

Daily Living Skills Trainers (DLST)  
Floaters and any relief staff used in the home upon manager's absence.

**\*\*PERSONALLY OWNED VEHICLE USE IS AUTHORIZED FOR THIS POSITION  
WHEN APPROVED BY SUPERVISOR.**

Signature \_\_\_\_\_

# The Arc Caddo – Bossier Job Description

## Community Homes Division

**POSITION TITLE:** COMMUNITY HOME HOUSE MANAGER

**PREREQUISITE:**

1. High School diploma or equivalent.
2. Must be literate (able to read and write) at least on a 10<sup>th</sup> grade level.
3. One-year experience working in a developmental disability field.
4. Must meet all of The Arc Caddo-Bossier's driving requirements.
5. Valid Louisiana driver's license.
6. Acceptable motor vehicle report.
7. Certified CPR/First Aid (must be obtained prior to employment)
8. Some prior management skills

**SPECIFIC DUTIES:**

1. Provides appropriate role models for clients and other staff members in interpersonal relationships and behaviors.
2. Participates in the development of program plans for the individual clients.
3. Implements or supervises implementation of the client's program plan and provide or supervise documentation of same.
4. Maintains records of individual client's monies.
5. Manages and maintains records of household monies according to policy.  
Maintains records as directed for medication, significant contacts, inventories, etc.
6. Assures the safety and health of clients within the home.
7. Maintains a daily log of events in the home.
8. Provides transportation for clients as needed.
9. Provides care during week day in the event of illness of a client.
10. Supervises other direct care staff.
11. Interfaces in a professional manner with consultants, social services department, office personnel, parents, neighbors, and other service agencies, etc. in a congenial, professional manner.
12. Assists in newcomer's orientation.
13. Accepts other responsibilities as directed.
14. Must be able to complete and pass Certified Medication Attendant course, and maintain this certification throughout your employment with The Arc Caddo-Bossier.
15. Maintain at a minimal a satisfactory job performance evaluation. Continuous efforts should be made to strive for excellence.

16. Promote harmony, and encourage communication, cooperation and positive participation among residents/co-workers at all times.
17. Ensure training and documentation daily and report as needed.
18. Attend all training and meetings as scheduled.

**REPORTS TO:** House Manager Supervisor

**SUPERVISORY RESPONSIBILITIES:** Assistant House Manager  
Daily Living Skills Trainer (DLST)  
Floaters/Relief Staff

\*\*House Manager supervises the staff that is present in the home at the given time.

\*\*\*Due to other extraordinary abilities, qualifications, and/or conditions, the qualifications may be waived with the consent of the Executive and Division Director.

4/29/19

Signature: \_\_\_\_\_