



JOB DESCRIPTION

POSITION TITLE: Assistant House Manager

DEPARTMENT: Community Homes Division

REPORTS TO: 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 10th 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 of 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.

SUPERVISORY RESPONSIBILITIES:

Daily Living Skills Trainers (DLST)

Floater 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.**