



Assistant Home Manager

Department: Program Services
Job Status: Full Time
FLSA Status: Non-Exempt
Reports To: Home Manager
Grade/Level: High School Diploma or equivalent

Amount of Travel Required: Up to 20%

Work Schedule: Typically, afternoons & some weekend days; schedule will vary

Positions Supervised:
Caregivers

Position Summary:

The Assistant Home Manager is responsible for providing positive support to the Home Manager in the home in which they work. This person will interface with various departments, individuals, family members, community professionals and other individuals and groups in a manner that demonstrates competence and professionalism and consistently reflects the Core Values of: Integrity, Excellence, Faith and Service Is Our Mission.

Reasonable Accommodations Statement:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

- Serve as primary trainer for newly hired employees as it relates to Person-Centered Plans, individual preferences, needs and routines, and day-to-day operation of the home, and updated training as the needs change.
- Lead and supervise staff in the Home Manager's absence.
- Assist in team building and creating a Christ-centered culture within the home.
- Monitor staff and provide feedback relating to performance to ensure the execution of duties follow established Angels' Place policies and procedures, our Core Values, and licensing and CMH rules and regulations, including disciplinary actions as warranted and approved.
- Ensure all environmental and emergency/safety guidelines and policies are followed and documentation of monthly safety drills is accurate and timely.
- Complete reports, records, tasks, and make calls, schedule appointments etc., as assigned by the home manager.
- Organize, file, and/or submit completed reports and other documentation as assigned.



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- Ensure the overall common areas of the home and private bedrooms are individualized, attractive, neat and clean.
- Attend meetings, seminars, workshops, events and other functions as assigned.
- Provide back-up coverage as requested during staffing emergencies.

Position Qualifications:

Competency Statement(s)

- **Accountability for Work Performance** – Ability to accept responsibility for the quality, quantity and/or consistency of work performed.
- **Accuracy of Work Performed** – Ability to complete work in detail, of the highest standard and within the established timelines.
- **Attendance and Punctuality** - Ability to consistently arrive for meetings, shifts, appointments, and events in a timely manner and to follow procedure when reporting a tardiness or absence.
- **Service Oriented** – Ability to understand and lead by demonstrating a work ethic reflecting a shared responsibility in the success of our mission.
- **Integrity** - Ability to consistently act in a fair and just manner free from deception.
- **Initiative** - Ability to consistently finish assigned work well within the established time frame and seeks out additional work.
- **Interpersonal** – Ability to develop and maintain relationships with others.
- **Judgment** - Ability to form sound opinions or make decisions by evaluating available information.
- **Leadership** - Ability to provide guidance to others that reflects our core values and make decisions both in the scope and type required by someone in a leadership role.
- **Organization** - Ability to perform tasks and duties in a methodical, cost efficient manner and understands and applies organizational strategies that maximize the use of available time.
- **Problem-Solving** – Ability to recognize courses of action that can be taken to handle problems, or potential problems, and apply contingency plans to solve those problems.
- **Working Under Pressure** - Ability to maintain composure when exposed to stress.



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- **Oral Communication** – Ability to relay a message, instruction or other information in the spoken word in an easily understood manner.
- **Written Communication** – Ability to write in a legible manner using correct spelling and grammar in a way that is easily understood.

Skills:

Education:

- A high school diploma, or equivalent –some college preferred. Technical skill training related to position qualifications and essential functions may substitute for college coursework.

Experience:

- At least two years related experience – demonstrable knowledge is required.

Computer Skills:

- Basic knowledge of computer use, including email, and Microsoft applications is required.

Certificates & Licenses:

- Completion of Entry-Level Caregiver Training within 60 days and CPR, First Aid, AED and Bloodborne Pathogen training within 30 days of employment. Other essential trainings as required.

Other Requirements:

- Must read, speak, write and understand American English.
- Must pass physical, drug screen (initially upon hire and random thereafter)
- Must pass Michigan State Police and FBI fingerprint criminal history background check.
- Must receive clearance from The Department of Homeland Security.
- Must possess a valid Michigan driver's license
- Must obtain negative Tuberculosis and COVID-19 tests (testing paid by Angels' Place)
- Must have a valid driver's license and maintain a responsible driving record
- Must agree to comply with all Angels' Place policies and procedures located in the Employee Handbook, Operations Manual and those required by state licensing agencies, County Community Mental



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Health agencies, Offices of Recipient Rights and other applicable regulatory agencies.

Physical Demands

Physical Demands Lift/Carry:

Stand - F	Bend - O
Walk - F	
Sit - F	Lift/Carry
Handling / Fingering - O	10 lbs or less - O
Reach Outward - O	11-20 lbs -F
Reach Above Shoulder - O	21-50 lbs - O
Climb - O	51-100 lbs - N
Crawl - N	Over 100 lbs - N
Squat or Kneel - O	

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements:

- Vision (Near, Distance, Color, Peripheral, Depth Perception)
- Sense of Sound (Must be able to hear within normal range with amplification.)
- Sense of Smell
- Sense of Taste
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE), (goggles, gloves to perform personal care)

Work Environment

- May work in a home, office or community setting; may work outdoors in all types of weather.