



# Home Manager

**Department:** Program Services

**Job Status:** Full Time

**FLSA Status:** Non-Exempt

**Reports To:** Program Director

**Grade/Level:** High School Diploma or equivalent (some college preferred)

**Amount of Travel Required:** Up to 50%

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

**Positions Supervised:** Assistant Home Manager & Caregivers

## **Position Summary:**

The Home Manager is responsible for the day-to-day operation (may include providing direct care) of the home & for providing positive leadership 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 Statement:**

### **Angels' Place Mission & Philosophy**

- Demonstrate judgment and decision-making skills within the home that reflect Christian values and standards of conduct. Act as a Christian role-model.
- Develop, implement, and follow through on all person-centered and home programs within the philosophy and mission of Angels' Place.
- Ensure that all individuals residing within the home have the opportunity to choose and participate in a weekly church service.
- Facilitate daily prayer within the home.
- Responsible for ensuring the individualization and coordination of Christian Growth Activities for the residents.



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## Person-Centered Affairs

- Provide all individuals residing within the home with a safe and healthy environment which fosters independence and age appropriate functioning both in and out of the home.
- Interacts closely with Program Director and staff to develop and implement individual program goals and to ensure participation in community activities.
- Ensure that individuals residing in the home have available clean, repaired, appropriate clothing, personal supplies and other possessions which are valuable to them.
- Provide oversight to ensure staff assists individuals residing in the home with planning and preparing nutritious meals and snacks.
- Provide staff oversight and ensure follow through as necessary on individual medical programs including medications and special diets prescribed by medical professionals (i.e., physician, dietitian, nurse, etc.).
- Implement and teach methods of behavior intervention that are aligned with Gentle Teaching principles, are positive and relevant to the needs of the individual.
- Advocate for appropriate, effective and person-centered treatment plans for individuals residing in the home with families, staff, volunteers and community providers.
- Coordinate activities within the home and in the community with the goal of increased socialization, integration, Christian growth as well as individualization.

## Managerial

- Work as a team with the Program Director and Assistant Manager to supervise and train staff.
- Facilitate accurate and timely communication among the individual residing in the home, family, Angels' Place staff and community providers.
- Provide 24 hour on-call availability as assigned.
- Supervise staff of the home in every aspect of their employment to assure that staff is performing their job duties within the mission, philosophy and expectations of Angels' Place.
- Provide oversight to the Coordinator of Resident Health to ensure all necessary medical appointments for individuals residing in the home are scheduled in a timely manner and the necessary logistics are coordinated.
- Provide oversight to the Coordinator of Resident Well-Being to ensure transportation for individuals' residing in the home to work, events, activities and appointments.



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- Submit completed, error free documentation in a timely manner as required by Angels' Place, CMH, DCH, AFC Licensing, MORC, Wayne Center and day programs. Maintain current records and files.
- Implement Standard Operating Procedure for Exposure Control of Bloodborne Pathogens, ensuring the utilization of universal precautions at all times.
- Attend and participate in all agency and home staff meetings, in-services and training sessions.
- Maintain complete and current personnel files within the home in accordance with CMH and AFC Licensing requirements (i.e., training, health, TB tine, driver's license, etc.). Coordinate staff training as needed to enhance performance and meet certification requirements.
- Provide timely performance feedback to staff in the form of evaluations, 1:1 meetings, memos and disciplinary action.
- Conduct interviews of employee applicants, making recommendations on hiring. Assist with completion of the employment process (i.e., New Hire Checklist)
- Coordinate staffing patterns (as assigned) within budgetary guidelines, meeting ratio specifications and programmatic needs.
- Facilitate monthly staff meetings (or more frequently as needed) for the purpose of informing, educating, revitalizing and enhancing team cohesiveness.
- Submit reports accurately and promptly (i.e., Petty Cash, Incident Reports, Payroll, Food Stamps, Activity Calendar, etc.).
- Assure the home meets or exceeds the guidelines established by AFC Licensing, DCH, MORC, CMH, Wayne Center and/or Angels' Place.
- Make unannounced visits to the home on all shifts and on weekends.
- Abide by the conditions of the Employee Handbook and Work Rules for Employees. Supervise staff to assure adherence to the same.

### Operations

- Assure all environmental safety guidelines are met in the home. Conduct and document monthly environmental checks and safety drills.
- Ensure the interior AND exterior home environment that is attractive, neat and clean.
- Maintain an adequate supply inventory (i.e., household, office, food, cleaning, etc.).
- Maintain house expenditures within the designated budget.



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- Coordinate and document the necessary repairs and maintenance of the home and the corporate vehicle.
- Create a house file consisting of warranties and user manuals for appliances, machinery, vehicles, etc.
- Monitor outdoor maintenance (i.e., landscaping, snow removal, etc.)
- Additional position specific duties may be assigned as programmatic needs change.

### **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, to 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 Bachelor's Degree in a related field and technical skill/training related to position qualifications and essential functions is preferred.

#### **Experience:**

- At least two years successful supervisory experience including building, training, managing and evaluating a team – demonstrable knowledge is required.

#### **Computer Skills:**

- A strong working knowledge and understanding of computer use, including email, Google and Microsoft 7 applications is required.

#### **Certificates & Licenses:**

- Completion of Entry-Level Caregiver Training within 60 days and CPR, First Aid, AED, Blood borne Pathogens, Cultural Diversity, Limited English Proficiency, Recipient Rights and other required training within 30 days of employment. Other essential training as assigned.

#### **Other Requirements:**

- Must read, speak, write and understand American English.
- Must pass physical, drug screen (initial 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 and maintain a responsible driving record
- Obtain a negative Tuberculosis and COVID-19 test (paid by Angels' Place)
- 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



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

## **Physical Demands**

### **Physical Demands Lift/Carry**

Stand - F  
Walk - F  
Sit - F  
Handling / Fingering - O  
Reach Outward - O  
Reach Above Shoulder - O  
Climb - O  
Crawl - N  
Squat or Kneel - O

Bend - O

#### **Lift/Carry**

10 lbs or less - O  
11-20 lbs - F  
21-50 lbs - O  
51-100 lbs - N  
Over 100 lbs - N

**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.