

# HELP WANTED: Lifestream is seeking to fill a House Manager position

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions to include the following:

### *1. Personnel*

- a. Direct supervision of all program staff.
- b. Conduct annual Employee Performance Evaluations for all program staff.
- c. Ensure all program staff maintain expected levels of training participation and track accordingly.
- d. Maintain a staffing pattern consistent with consumer needs and contractual obligations.
- e. Evaluate the development of all program staff and coordinate trainings to address identified need areas.
- f. Manage performance and discipline process according to agency policy and applicable law.

### *2. Facilities*

- a. Ensure that the home maintains a pleasant physical appearance and that items in the home represent the interests and preferences of the individuals supported.
- b. Coordinate necessary home/vehicle repairs and maintenance.
- c. Ensure home maintains compliance with local building codes, Survey and Certification mandated regulations and individuals needs identified in the house Safety Plan.

### *3. Quality Assurance*

- a. Assure that Individual Service Plan (ISP) process is conducted and carried out in the best interest of each individual served and in compliance with DDS and MRC regulations pertaining to ISP development and implementation.□
- b. Communicate effectively with Residential Coordinator and Clinical staff to assure that all needed supports are available in each consumer's area of interest and/or need.
- c. Evaluate the unique support needs not included with the ISP process and utilize all resources available to address these needs.
- d. Attend all required meetings and maintain required licensures.
- e. Monitor consumer entitlement and spending monies using agency mandated accounting practices.
- f. Ensure staff decisions are based upon consumer choice and empowerment.
- g. Assist consumers in the hiring and evaluation of all program staff.
- h. Coordinate health care needs of individuals served and assure that delivery of these services occurs in a timely fashion.
- i. Work scheduled floor hours.
- j. Accompany all consumers to doctor's appointments.
- k. Ensure that Medication Administration Program protocols are strictly adhered to and that all required documentation regarding medication errors, restraints, incident reports, and employee injuries are accurately reported.

### *4. Administrative*

- a. Ensure that all required documentation is completed within a timely fashion and according to established guidelines and reflect the progress and interest of each individual served.
- b. Contribute to maintaining high level of employee morale.
- c. Responsible for the outcome of the Survey and Certification Review.

- d. Maintain open and effective communication with DDS/MRC Service Coordinators, parents, guardians, employees, other managers, vendors, and community.
- e. Effective communication of all programs needs reported to Residential Coordinator in a timely manner.
- f. Report any suspicions of abuse or neglect to DPPC as a mandated reporter.
- g. Participate in rotating 24-hour on-call coverage and maintain a flexible work schedule to insure appropriate levels of management oversight.
- h. Attend all required meetings.
- i. Make decisions according to the best management practices and overall organizational effectiveness.
- j. Effectively manage program FTE and ensure program expenditure are within the allocated budget.
- k. Perform all other duties as assigned by the Residential Coordinator.

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Maintenance of an acceptable CORI
- Negative drug screening
- Valid driver's license
- Use of personal vehicle for work purposes
- Initial Physical Exam and Annual Exam (for MRC, ABI and AFC Programs)
- Initial Mantoux Testing and Annual Screening (for MRC, ABI and AFC Programs)
- Maintain flexibility with weekly scheduled hours in order to accommodate program needs.
- Demonstrated commitment to the philosophy of community inclusion.

#### **EDUCATION and/or EXPERIENCE:**

- Bachelor's Degree in Human Service field with one year supervisory experience or a minimum of three years experience in Human Services.

- Demonstrated history of quality work performance and teamwork in previous positions
- Proven Leadership skills

Apply via email: [hr@lifestreaminc.com](mailto:hr@lifestreaminc.com) or online at [lifestreaminc.com/careers/](http://lifestreaminc.com/careers/).