

FITZMAURICE COMMUNITY SERVICES, INC.
JOB DESCRIPTION

JOB TITLE: Resident/Residential Manager

POSITION TYPE: Direct Service

REPORTS TO: Program Manager

DIRECTLY SUPERVISES: Specific Site Direct Support Professionals

INDIRECTLY SUPERVISES: N/A

GENERAL SUMMARY: (General Purpose of the Job)

Coordinate and facilitate the daily operations of licensed community residential homes or personal care homes for persons with mental retardation or mental illness.

ESSENTIAL FUNCTIONS: (Primary Responsibilities)

- Ensure that a warm, enriching environment and needs of consumers are met on a daily basis.
- Functions as a lead person on a Management Team in providing services to consumers.
- Maintain compliance with Licensed Community homes for individuals with mental retardation or mental illness or Personal Care Home Regulations at all times. This includes required paperwork, medication management, dietary guidelines, and consumer finances.
- Schedules, trains in house, direct care staff and assist Program Director with Human Resource paperwork required for staff to include timesheets and evaluations.
- Schedules and assist consumers in maintaining their medical and physical health.
- Coordinates activities, including socialization, recreation and leisure activities.
- Responsible for the overall operation of the community residential setting to include housekeeping schedules; cleaning; household shopping: i.e. food, supplies; notifying Operations Manager of repairs and purchases needed for community residence.

QUALIFICATION STANDARDS:

- High School Diploma or equivalent
- Valid Drivers License
- Social Service Experience and Household Management Skills
- 18 years or older – 21 years or older for Personal Care Homes

JOB REQUIREMENTS:

- Candidate will have ability to function as a team leader.
- Candidate will have ability to handle multiple priorities, organized and energetic.
- Candidate will be able to empower and understand and be familiar with services available in the community that meet the needs of consumers.

ACCIDENT OR HEALTH HAZARDS: (Associated with Position)

- Acting out behavior of consumer could result in aggression.