



Serra Center

POSITION: House Manager - ICF/DD-H Homes
(Intermediate Care Facility/ Developmentally Disabled Habilitative)
SUPERVISOR: Program Supervisor / QIDP
STATUS: Non-Exempt

The ICF/DD-H Homes are ambulatory and non-ambulatory 6 bed care homes in a residential setting. The homes are Licensed by the Department of Health Services and designed to provide 24 hour care, supervision and support to individuals who have a recurring but intermittent need for nursing services. The program emphasizes active treatment, specifically related to ADL's (Activities of Daily Living) and Behavior Modification.

DUTIES AND RESPONSIBILITIES:

The House Manager serves as the leader of the on-site care team and works collaboratively with the QIDP to ensure the specific details associated with day-to-day activities and client care needs are fulfilled. The House Manager holds duties and responsibilities equal to Direct Care Staff as outlined below, as well as additional duties and responsibilities as assigned to maintain day-to-day operations and care of clients.

1. Provide assistance and training with ADL's (i.e. personal hygiene, meal-time etiquette, social interactions) as defined in the Individual Support Plan (ISP), with the purpose of developing confidence, self-esteem and skills.
2. Provide full-body transfer or transfer assistance (based on client's need) to/from wheelchair, walker, bed, shower, toilet, vehicles as identified in client care plan.
3. Administer medications and treatments as prescribed and provide needed documentation.
4. Implement Behavior Plans (as applicable) and provide guidance for exhibiting appropriate behavior through example.
5. Prepare meals and maintain cleanliness of home.
6. Facilitate community socialization, activities and events, whether they be with the group or individually.
7. Emphasize an individual's abilities and provide support with limitations.
8. In accordance with Title 22 and Department of Health Regulations, monitor and document client progress via required documentation (daily progress notes and data collection, Nurse Notification, MAR's, special incident reports, etc).
9. Protect the individual's rights and provide the opportunity for informed choices.
10. Act as an advocate and comply with Mandated Reporter regulations.
11. Respect that the environment in which you are working as the client's home.
12. Attend mandatory In-Service trainings monthly other meetings as scheduled.
13. Perform duties and responsibilities in accordance with Serra Center Policies and Procedures.
14. Maintain open communication with co-workers, supervisor, other team members as applicable.
15. Coordinate client programming needs such as: transportation, day program communication, ensure adequate supplies at the facility, ensure accurate tracking of client care and ISP data in Therap and other identified sources.
16. Other duties and responsibilities as required and/or assigned.

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Additionally, a specific breakdown of the on-going daily, weekly, monthly and as scheduled House Manager duties and responsibilities are listed as follows:

Daily

1. Ensure that all daily activities are approved by QIDP prior to taking place, per the company recreation policy.
2. Ensure necessary communication regarding client care and facility operation takes place with team members using email, triage board and other identified and agreed upon methods with the QIDP and RN.
3. Monitor furniture, client bedding, hygiene caddies, lamps, sheets, blankets, towels, etc. to ensure that all are in good repair. Notify QIDP if any items need to be replaced and make arrangements for purchase of replacement items upon QIDP approval.
4. Monitor client clothing for stained, ripped or worn out clothes. Notify QIDP if any items need to be replaced and make arrangements for purchase of replacement items upon QIDP approval.
5. Monitor adaptive equipment and notify the Nurse & QIDP immediately for needed repairs or replacements (i.e. hearing aids batteries, compression stockings, etc.).
6. Monitor cleanliness of environment (floors, walls, handles, showers, etc). Report and make arrangements for day-to-day minor repairs and maintenance (plumbing back-up, appliance repair) van maintenance and cleaning. Report any major structural repair or replacement needs to the QIDP and ICF Administrator.
7. Ensure that all cookware is in good working condition.
8. Ensure that home routinely maintains necessary client care supplies, especially day-to-day supplies - i.e. gloves, diapers, etc. Place order in advance, if supplies must be replaced or replenished.
9. Other duties and responsibilities as required and/or assigned.

Weekly

1. Submit client Attendance sheets by fax to the office weekly on **Monday** morning (or based on time-line provided by accounting manager).
2. Submit van mileage sheet weekly on **Thursday** and inspect the van for cleanliness, service needs. Arrange for cleaning and report service needs to QIDP, then make arrangements for service at identified providers (see Maintenance List).
3. Ensure that check requests for needed items, household items, or reimbursement are completed and submitted to Serra Center office before **Wednesday 10am** or sooner, with prior approval by QIDP.
4. Ensure client transportation (e.g. Paratransit, MV Transit) during client schedule changes by checking client appointment schedule.
5. Call day program to inform them of client appointments if program attendance is affected.
6. Assist with client medical appointments as scheduled/assigned. Provide needed documentation from appointment to the Nurse.
7. Ensure weekly grocery and household shopping is completed and notify QIDP of any outstanding missing food items.
8. Ensure Activity Schedules are submitted to the QIDP and followed, per company policy.
9. Review and ensure weekly staffing schedule adequately meets scheduled activities, holidays, client needs.

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10. Coordinate visit information for client visits (from parents or family members) on Activities Calendar. Notify client's day program if visit will affect client's attendance at program. Inform QIDP of any parent/family member visit.
11. Perform smoke detector testing & complete forms as scheduled. Monitor Temperature Logs every Monday. Conduct follow-up as needed.
12. Weekly follow-up with QIPD & Nurse (this could be done together or separately) – regarding monitoring and follow-through with client care.
13. Ensure accurate tracking of client care, RN care and ISP data in Therap and other identified sources. Ensure team members update data as required. Notify QIDP of any discrepancies.
14. Facilitate weekly client house meetings to discuss client rights, who to report to, and discuss other household related issues with clients.
15. Distribute and monitor client allowance in accordance with Title 22 requirements.
16. Other duties and responsibilities as required and/or assigned.

Monthly

1. File any client and/or facility documents as required or assigned.
2. Ensure communication to team members related to scheduled house/client activities: dates of Behavior Management Committee Meetings, 60 Day Medical Reviews, Podiatrist, etc.
3. Update Activities Calendar with holidays, client birthdays, and other scheduled activities for the coming month.
4. Submit completed attendance sheet (for the month) to business office at the end of the month.
5. Complete a General Safety Evaluation inspection and form for the facility, submit to the QIDP by the last week of each month, on Monday.
6. Ensure Monthly In-Service sing-in sheets are complete each month and faxed to HR. Ensure an in-service schedule is maintained on-site.
7. Other duties and responsibilities as required and/or assigned.

As Scheduled

1. Communicate effectively with QIDP and team members.
2. Communicate effectively and in a timely fashion with Nurse & CNA regarding client care needs, follow-up and when First/Aid and Medical supplies are needed purchased.
3. Meet with consultants (Recreational Therapist, Dietician and Pharmacy Consultant) and QIDP quarterly, or as needed/assigned, to discuss client care.
4. Attend Annual, Semi-Annual ISP and Special IDT meetings, as needed or assigned, to follow up on client care.
5. Participate in completion of client functional assessments.
6. Assist with training new staff on-site.
7. Other duties and responsibilities as required and/or assigned.

REQUIREMENTS:

1. High School Diploma. Experience working with the developmentally disabled population preferred.
2. Proficient written and verbal communication skills.

3. Ability to work within a team.
4. Valid CA Driver's License.
5. Department of Justice (DOJ) clearance, fingerprinting, pre-employment Physical & TB.
6. Willingness to provide compassionate care to the developmentally disabled population.

I understand the duties listed above and as explained by my supervisor. I understand that this job Description is intended as a guide and may not be inclusive all duties and responsibilities.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____