

## **POSITION**

Home Manager

### **JOB DESCRIPTION OVERVIEW**

The Group Home Manager is responsible for the 24 hour a day operation of the Group Home

### **JOB DETAILS**

Minimum Qualifications:

- 21 years of age or older
- High School diploma, or equivalent.
  - As an alternative to the educational requirement, such persons shall have at least one year of full-time equivalent paid or volunteer experience in the direct provision of care to children.
- At least 4 years experience in the Human Services Field is preferred and a four-year degree is preferred but not required.
- Possess the ability to supervise and train direct care staff
- Maintenance and Security of Agency Records.
- Be flexible
- Be energetic
- Have excellent written, oral and interpersonal skills.

Responsible To:

- Director

Specific Responsibilities:

- The Group Home Manager is responsible for the 24 hour a day operation of the GH
- The Group Home Manager is responsible for care and delivery of service provided to children/adolescents.
- Communicate disciplinary policy and procedures of the facility to all staff and residents
- Supervision of all Group Home Staff;
- Administrative duties associated with the home;
- Schedule Staff work schedules;
- Find Coverage when staff calls in;
- Grocery shop for groceries and supplies for group home;
- All employees will be responsible for the routine filing of all resident/service records.
- Do Fire drills once a month;
- Be on call 24 hours a day, every other weekend;
- Complete Group Home staff evaluations;
- Orientation for new staff; Complete the interview process for new hires
- Terminate staff that fail to meet the qualifications of Divine 180 Residential Services. Inc.
- Attend meetings as scheduled by mental health official or any other required meetings;
- Discipline staff that is noncompliant with group home regulations.

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**To apply for this position, email your resume to [d180rs@outlook.com](mailto:d180rs@outlook.com)**

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