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EMCMHC
Job Description

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CLASS TITLE: **Residential Manager**
DEPARTMENT: **Support Services**
ACCOUNTABLE TO: **Lead Clinical Supervisor/Office Manager**

PRIMARY OBJECIVE OF POSITION: Under general direction is responsible to ensure the safety, wellbeing, and residential skill development for all residents of Group Home; is a part of the treatment team that includes the Clinical Therapists in determining eligibility requirements for residency for each client; works in a collaborative effort for the best interest of each clients need; work may require individual judgement within established policies, rules and treatment plan.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements may require walking, lifting up to 35#'s (greater with assistance), bending, stooping, sitting, climbing up stairs, and the ability to get in and out of a vehicle without assistance;
- Must have ability to communicate orally and in writing;
- Must possess people skills and the ability to work with those suffering severe mental illness;
- Work may be performed in the Group Home, the Agency Center, and in the transportation of clients to appointments as assigned by Case Management, Day Treatment, Clinical, Administrative or Medical Staff;
- Some traveling required where exposure to inclement weather of heat, cold, rain, and snow may occur; exposure to household chemicals may occur;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment;
- Must become Certified as CPR, MANDT, HIPAA training, and Blood Borne Pathogens within three (3) months of employment; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Shall maintain all of the State of Montana Health Standards within Group Homes, Fire and Hazardous Wastes Storage Safety, maintains documentation of required inspections and service, and submits timely reports t the State, EMCMHC, Administrative and Clinical Staff;
- Maintains a regular dialog with the members of the Treatment Teams to ensure the implementation of the client treatment plans under the direction of the clients'' primary clinician with regard to each client living in the Group Homes;
- All work and activities shall be documented in accordance with EMCMHC Policies;
- Attends monthly "Town Meetings"; prepares and maintains current client records with regard to the Group Homes and maintains such records in a manner to allow response to the client's best interest;
- Responding to incidents of a serious nature in the residences and writing incident reports as well as immediately notifying the Lead Clinical Supervisor or Office Manager as needed; and
- Performs such other duties and assignments that may be required.

SUPERVISION- RESPONSIBLE FOR WORK OF OTHERS: Lead Group Home Workers

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:
- Associates Degree or Bachelor's Degree in Human Services or related field, desired;
- Two (2) years of demonstrated work experience in residential services for adults with disabilities;
- Must possess people skills, computer literacy, and demonstrated ability to effectively communicate with others;
- Must become Certified as CPR, MANDT, HIPAA training, and Blood Borne Pathogens within three (3) months of employment, and remain certified throughout employment;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:
- Responsible to train staff within the Group Homes; and
- Responsible to develop the Group Home Admissions Packet.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.
6/11/19