

SUPPORTED LIVING HOUSE MANAGER

SUPERVISED BY:

Program Manager / Chief Executive Officer

JOB QUALIFICATIONS:

Five (5) years of recent experience working with elderly and/or developmentally disabled clients. Must demonstrate abilities in the performance of administrative duties, supervision of others, case management and advocacy for clients served in a 24/7 home. Required experience with DD Waiver.

Must be at least 25 years old. Must successfully pass a criminal background check and must not have any DUI/DWI arrests and/or convictions within the last seven (7) years. Must possess a valid New Mexico Driver's License and proof of minimum mandatory automobile insurance and registration. Must be able to read, write and speak English. Must be free from communicable diseases. Cornucopia Adult and Family Services is a drug free workplace.

JOB SUMMARY:

Supervises the overall day-to-day operation, staffing and management of the Supported Living Residential Home; provides coordination; serves as Cornucopia's liaison between clients served families, team members, caregivers, IDT teams and other providers as appropriate for clients served and program. Ensures Cornucopia Adult and Family Services compliance for Supported Living as mandated by the funding sources standards, state regulatory policies and procedures, assists and/or completes required reports and reviews for quality assurance per policy and procedures for the Supported Living House . Responsible for covering any open shifts.

DUTIES AND RESPONSIBILITIES:

- **DIRECTS** and coordinates all services of the Supported Living Home.
- **MONITORS** the implementation of all Supported Living Home services guidelines and requirements as outlined by the State Licensing Bureau and contracts through the NM Department of Health, Title XX, United Way, the Children, Youth and Families Department, Bernalillo County Social Services and other public and private sector entities.
- **MONITORS** and assists with compliance with fire codes, safety and sanitation standards.
- **CONDUCTS** and documents fire drills.
- **PERSONNEL** management, supervision and discipline of Supported Living Lead and DSP Supported Living staff for all shifts.
- **ENSURES** accurate and up to date client records and files in conjunction with Service Coordinators.
- **WORKS** with Service Coordinators in conjunction with clients served programs, goals and outcomes.
- **MAINTAINS** a positive an effective working relationship with DSP staff, clients served, caregivers, family members and other service providers and the community in general.
- **PROVIDE** program support as needed to maintain the DSP staff for each scheduled shift, including, but not limited to transportation, therapeutic activities and client ISP outcomes.
- **MUST** be able to respond effectively to client and caregiver crisis situations.
- **REVIEWS** the medications and logs with RN and Service Coordinators to ensure accuracy of documentation for medication administration.

- **ATTEND** scheduled DSP house staff meetings, program meetings and trainings as needed.
- **COORDINATES** AWMD, ANE, and all other mandatory training as needed with Cornucopia Training Scheduler.
- **MAINTAINS** confidentiality of DSP staff, HIPPA of clients served, caregivers and families.
- **MUST** participate in forty (40) hours of initial Cornucopia Adult and Family Services mandated training and ten (10) hours yearly thereafter.
- **WORKS** with and coordinates activities with the Supported Living House Lead.
- **PERFORMS** other duties as directed.

The job description does not constitute an employment agreement between Cornucopia and employee and is subject to change by Cornucopia as the needs and requirements of the job change.

SALARY:

Depends upon funding and experience as established by Cornucopia.

FLSA:

Exempt

Employee Signature: _____

Date: _____