

JOB DESCRIPTION: SPURWINK SERVICES	RESIDENTIAL MANAGER ADULT
Effective Date: 07/01/90	Revised: 10/14/04; 06/12/12; 07/01/12; 03/02/18

* Denotes an Essential Function

Title: Residential Manager

Category: AS4

Code: RES MANA

Education and Experience Required: High school diploma, Bachelor's degree preferred. Previous experience in the social services sector as a direct line staff or manager preferred.

Knowledge, Skills and Abilities Necessary: Must be able to go up and down stairs, bend and lift, and perform therapeutic holds and escorts.

Position Summary: The Residential Manager is responsible for overseeing assigned homes in the Adult Program. The Residential Manager provides case management to the residents of the home, and provides supervision to the DSPs working in the homes.

Duties and Responsibilities:

- * 1. Provide regular contact and supervision to all scheduled staff working in the home.
- * 2. Maintain a monthly staffing calendar, manage requests for scheduled time off, and approve final time submissions.
- * 3. Conduct bi-weekly supervision that includes review of client progress, review of safety matters, and time for staff to reflect on and discuss current issues.
- 4. Provide support and direction for staff when areas of concern arises.
- 5. Communicate professionally with staff, clients, family members, community members, department staff, and other Spurwink staff.
- 6. Assure that the home meets licensing and/or Spurwink standards for safety, cleanliness, is properly furnished and comfortable, and is adequately supplied with food/ household items
- 7. Facilitate PCP meetings, writes the PCP, and assure that all plans are integrated.
- 8. Assure that the PCP is followed, including regular review of progress notes and data sheets, and assurance that service needs are completed and documented.
- 9. Take part in the on-call process, responding to calls promptly and professionally, and utilize sound judgment to solve problems, seeking additional support when necessary.
- 10. Keep accurate and well organized files required by licensing, MaineCare, and Spurwink policy. Maintain confidentiality of all personnel and clients.
- 11. Assure completion of all necessary documents for the case file.

12. Is knowledgeable about the individuals on his/her caseload. Educate, motivate, and provide support to Direct Support Professionals (including new hires), so that they can complete their jobs.
13. Understand, utilize, and assist DSPs with the principles taught in behavior management training.
14. Performs the duties of the Direct Support Professional.

Immediate Supervision: Program Manager or Senior Program Manager.

Immediate Subordinates: Direct Support Professionals and Adult Program Therapeutic Couples.

Schedule of Employment: Exempt position.

Other: As an employee of Spurwink, he/she is expected to adhere to the policies and procedures of Spurwink. He/she must keep client and employee health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Residential Supervisor may be exposed to blood or other potentially infectious materials. Therefore, he/she will receive blood borne pathogens training (including training regarding Hepatitis B), and will be offered the Hepatitis B vaccination series upon hire. The Residential Supervisor must maintain a current driver's license and a clean driving record as outlined in Spurwink's Driving policy.

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name (Please Print)

Employee Signature

Date