

<p style="text-align: center;">JOB DESCRIPTION: SPURWINK SERVICES</p> <p>Effective Date: 12/1/2020</p>	<p style="text-align: center;">Residential Manager (Exempt) Children's Residential</p> <p>Revised:</p>
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*Denotes Essential Function

Title: Residential Manager – Children's Residential

Category: AS4

Code: RES MANC

Education and Experience Required: Duties require knowledge equivalent to completion of a Bachelor's degree and 3-5 years of managerial experience preferred or equivalent combination of education and experience. Three to five years of experience in administrative/supervisory responsibilities required. CRMA required.

Duties and Responsibilities of the Position:

This position is assigned to a milieu as the on-site leader, working side by side with direct care personnel, but with supervisory responsibility for all staff on duty during assigned shift.

- *1. Coaches and guides all direct care staff regarding behavioral interventions.
- *2. Ensures discharge of client treatment and crisis plans.
- *3. Develops and modifies, as needed, structured activities throughout the course of a shift.
- *4. Assures all one-to-one assigned staff remain with his or her client throughout the course of the shift (within eye-sight of client).
- *5. Provide one-to-one support for newly hired staff.
- *6. Demonstrates to direct care staff how to diffuse escalated situations.
- *7. Ensures medication is administered to clients on time and consistent with MAR.
- *8. Ensures that all documentation is accurate and completed prior to the end of each shift, including IR's, Milieu Logs, etc.
- *9. In real-time, makes decisions regarding contact with families, clinical on-call, program director, police or emergency services.
10. Maintains professional, positive and collaborative relationships with stakeholders, including clients, family members, community members, Spurwink administrative personnel, and Department staff.

11. Supports and promotes excellence, maintains high standards, and proactively raises the minimum expectation levels for staff. In addition, promotes client and staff safety by writing work orders and maintaining a clean environment.
12. Provides education, resources and/or the tools needed for programs, sites, or personnel to further personal growth, understand a problem or condition, and improve quality of services.
13. Provides quality assurance for assigned programs, assuring paperwork is complete, meetings are held as required, physical environment and records are maintained, and accreditation/Spurwink standards are followed.
14. Maintains contact with staff while they are in the community with residents.
15. Implements, demonstrates, and coaches staff on the use of behavior management techniques.
16. Perform Therapeutic Crisis Intervention, including assuring fidelity to the client's ISP and ICBMP.
17. Interview and make preliminary hiring decisions related to direct care staff.
18. Provide weekly individual supervision to direct care staff and group supervision/facilitation of staff meetings. May meet with clinicians to discuss client treatment interventions/concerns.
19. Administers prescribed medications as needed.
20. Models integration of CARE, ARC, and SCERTS into programming.
21. Participates in routinely scheduled supervision/administrative meetings with staff, agency and community using reflective practice.
22. Completes evaluations of direct care staff, including providing performance counseling and following through and implementing any needed modifications or recommendations.
23. Performs other duties as assigned by the Program Director or their designee.

Immediate Supervision: Program Director.

Immediate Subordinates: Residential Youth and Family Specialists

Schedule of Employment: Exempt

Other: As an employee of Spurwink, the Residential Manager 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 Manager 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. He/she must maintain 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