

Ability Connection Texas (A.C.T.)

Job Description

Job Title: HCS Residential Director
Department: Home Community Services
Reports To: Chief Program Officer

SUMMARY

The Residential Director provides overall support and direction to the HCS group homes. The Director will serve as the supervisor to the group home team, and promote overall compliance with established practices, policies and procedures and training at each facility. The Residential Director will report directly to the CPO. Reporting will include: matters concerning residential clients to include but not limited to, staff performance and training needs, family concerns, as well as any physical or environmental or safety issues. The Director will ensure that the managers are trained in all aspects of management of the facility. The Director will also promote and monitor cost containment measures and ensure congruence with established operating budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Direct supervision of house managers and direct care team members. Oversees schedules and assists managers as needed in the effective use of full time and PRN staff.
- 2) Conduct regular visits to all facilities to ensure compliance with established practices, procedures and policies. Also ensures homes are in compliance with state regulations. Oversight of all group home monthly documentation.
- 3) Create and implement group home training manuals and provide consistency of paperwork, processes and policies across all facilities.
- 4) Supports managers with the following: delivery of identified services, safety of the facility and environment, fire drill compliance, adequate supplies in the homes, etc.
- 5) Promotes and monitors cost containment measures at each facility in areas such as reducing staff overtime, food/supply costs, client activity costs, facility and vehicle care and maintenance, etc.
- 6) Performs as needed assessment and training with house managers and staff. Conducts corrective action when warranted and prepares and delivers timely performance evaluations.
- 7) Frequent communication with families/guardians of residents. This includes informing of staff changes, outings, dealing with conflict situations, changes in health, etc.
- 8) Maintains and updates all required forms to meet HCS principles. Communicates and works directly with the HCS Program Director on the operations, client plans, need for adaptive aids, modifications, etc. Participates in the residents annual planning meetings.
- 9) Performs other duties as assigned as specified by policy and procedure and/or supervisory request.

SUPERVISORY RESPONSIBILITIES

HCS Residential Care Managers, Coordinators and Group Home Staff

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in human services related field required. Supervisory experience required. Must be computer literate. Three years of successful experience in the field of disabilities utilizing an interdisciplinary approach. Employee must not possess a criminal record.

LANGUAGE SKILLS

Strong ability to communicate both orally and written. Ability to read and comprehend instructions, correspondence, and memos. Ability to review and edit progress notes on a monthly basis. Ability to effectively present information in one-on-one and group situations to customers, clients, and other employees of the organization as needed.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to perform basic math skills as they relate to the job.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Driver's License, proof of auto liability insurance, copy of TB test results must be current in personnel file. Must not possess a criminal record that would prohibit the employee from working with people with disabilities.

PHYSICAL DEMANDS

Must have good health in order to maintain an acceptable attendance record as established by the agency. Must be able to assist with lifting objects or residents (a minimum of 50 pounds for a one person lift and 150 pounds for a two-person lift) utilizing approved techniques. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have reviewed this job description and understand it:

Employee _____

Date _____

Human Resources _____

Date _____