

JOB DESCRIPTION

POSITION: Facility Manager

DEPARTMENT: Residential Services

EMPLOYMENT STATUS:

- ☒ Regular
☐ Temporary
☒ Full-Time
☐ Part-Time
Regular hours worked: 40 per week
☐ Exempt ☒ Non-Exempt

REPORTS TO: Residential Staff Development Manager

PURPOSE:

The role of the Facility Manager is to provide guidance, oversight and support to the less experienced resident direct care workers through modeling appropriate performance and training; to be a communication liaison between the Direct Care Workers and the Residential Staff Development Manager, and to oversee the operations of the facility.

ESSENTIAL DUTIES:

- Models exemplary performance to all Direct Care Workers assigned to a specific facility.
- Provides training in day-to-day tasks and responsibilities of Direct Care Workers.
- Develops and maintains staff relationships within the treatment team in order to ensure effective utilization of resources within the team.
- Holds weekly one-on-one check-ins with facility team staff
- Maintains cooperative working relationships with agency staff outside the treatment team.
- Carries out policies of the agency
- Relieves staff on duty to supervise residents, as needed
- Involves volunteers in program activities on a planned, regular basis; and maintains appropriate volunteer records.
- Works with casework staff to assure that treatment plans are being carried out by Direct Care Workers on the assigned facility.
- Provides the primary means of communication between Resident Direct Care Workers and the Residential Managers
- Works with Residential Staff Development Manager to implement changes in methods and procedures within the facility; and makes recommendations to the Residential Managers on policy or procedural changes which may have application beyond the facility.
- Ensures the general upkeep of the facilities licensing requirements, records keeping, supplies, and auto/house maintenance
- Manages and maintains the facility budget along with providing monthly record keeping books to Adverts Book keeper by the 10th of each month
- Communicates and coordinates with other staff regarding observations, impressions, and behavior of clients.

- Conducts informal review of client grievances and reports to the Residential Staff Development Manager
- Participates in staff meetings, leadership meetings, workshops, conferences, and seminars required by the agency.
- Trains, guides, and supervises clients in their daily living and activity programs.
- Develops and implements constructive programs for periods of time when clients are not in school or other program.
- Plans scheduled program of activities along with applying the Reasonable and Prudent Parent Standard to decisions involving the participation of a resident in age or developmentally appropriate activities, and provides oversight to activities, as needed
- Conducts investigations.
- Assists in the implementation of appropriate treatment plans.
- On-call for crisis intervention on a 24-hour basis, and be available to go to the facility when warranted.
- Implements discharges as indicated by Social Worker.
- Assists in coordinating intake placements of new clients into the home.
- Reports facility emergencies (plumbing, electrical, and others) to insure safety and health. Reports to the Executive Director all major repairs needed, along with any known causal factors.
- Tracks maintenance requests and their accomplishment.
- Upon three months in the Facility Manager position, the Residential Managers will review the ability of the Facility Manager to contain an STRTP Administrator Certification
- Carries out health and safety regulations for assigned facility and conducts health and safety inspections.
- Corrects or arranges for correction of all vehicle problems to insure health, safety and upkeep.
- Maintains vehicle records regarding repairs and service to assure completion of needs in a timely fashion.
- The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, other responsibilities and duties will be assigned as needed to Facility Manager by the Residential Managers.

MINIMUM REQUIREMENTS:

- At least 1 of the following: Bachelor of Arts or Sciences degree, Two years of full-time experience, or its equivalent, working with the population to be served, or equivalent education or experience, as determined by CDSS. (Experience shall be verified as having been performed as a paid or volunteer staff person whose duties required direct supervision and care of the population served) , or Two years' experience as a member of the social work staff in a group home or short-term residential therapeutic program performing those duties specified in STRTP regulations
- At least one year of experience in direct work in a group residential facility with adolescents.
- Ability to do essential duties
- Sobriety
- Current Certification in First Aid Training
- Completion and maintenance of assaultive behavior management training
- Access to a reliable and insured vehicle
- Clean DMV record, with no more than one point if under 25 years of age, or no more than two points if over 25 years of age
- Willingness to help cover shifts/live-in
- Flexibility in schedule
- Negative TB test
- Good physical health (provide proof via physical exam)

KNOWLEDGE AND ABILITIES:

- Commercial Sexual Exploitation of Children
- Trauma, Abuse and Addictions informed
- Principles and techniques of individual and group treatment of trauma, abuse, delinquent, emotionally disturbed and chemically dependent youth

- Title 22 Regulations for Short Term Residential Treatment Programs
- Procedures employed in the routine maintenance of facility and grounds
- Departmental and agency policies
- Diverse racial and cultural characteristics of clients and how these characteristics impact the group home setting
- Characteristics of the client population of Advent
- Basic investigative and interviewing techniques and procedures
- Knowledge and proficiency in trauma-informed care and behavioral interventions
- Ability to hear and internalize constructive criticism and feedback, including and especially from people with less privilege or power.
- Nutrition, food preparation, storage and menu planning
- Recognition of the early signs of illness and the need for professional assistance
- Availability of community service and resources
- Refraining from co-dependency and Enabling behaviors
- Use and techniques of arts and crafts, & athletic activities
- Plan and organize the work
- Ability to maintain fair and firm discipline
- Plan and conduct recreational activities
- Ability to think and act quickly in emergencies
- Strength, endurance, and agility necessary to meet the demands of the job (including but not limited to lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, crawling and reaching)
- Visual acuity and hearing sufficient to meet the demands of the job
- Mental capabilities such as problem solving and analysis
- Interpersonal and communication skills

SPECIAL PERSONAL CHARACTERISTICS:

- Emotional maturity and stability
- Demonstrated leadership ability
- Empathic and objective understanding of the problems of this client population
- Honesty
- Integrity
- Tact
- Patience
- High Judeo-Christian moral standards
- Sensitivity to client spirituality in accordance with the Twelve Steps of Alcoholics Anonymous
- Neat personal appearance
- Keen observation skills
- A continuing satisfactory record as a law-abiding citizen
- Willingness to work impartially with and accept the various racial, ethnic and cultural differences of staff and the clients we serve
- Punctuality and willingness to work various schedules, including weekends and holidays, and to report for duty at any time emergencies arise

Age Limitation: Minimum age is 21 years.

Citizenship Requirement: Pursuant to the law, a person must be either a US citizen, a permanent resident alien or meet the provisions of Section D of Annex 1603 of the North American Free Trade Agreement to engage in business activities at a professional level.

Felony Disqualification: Persons convicted of a felony are not eligible to be appointed to positions of this class.

JOB DESCRIPTION:
Facility Manager

4

Background Investigation: Pursuant to the law, persons shall be fingerprinted prior to work in a facility, and shall be subject to a background investigation by Community Care Licensing and the FBI. Persons who have previously been subjected to this in Advent will not undergo any further investigation of this type.

Medical Requirement: Persons shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.