

The Arc of Atlantic County
Job Description

Residential Assistant Manager

Department: Residential
Reports To: Residential Manager
Hours: 40 hours and as required
Category: Professional Staff, salaried, exempt

Qualifications:

Education/Experience: Associate Degree and two (2) years experience or high school diploma or equivalent and three (3) years experience working with adults individuals with developmental disabilities. Residential experience preferred. Some college and supervisory experience preferred.

Communication Skills: Must be able to respectfully communicate well in English, both verbally and in writing with individuals, all levels of staff, family members, professionals and other persons in the community.

Judgment/Initiative: Must be able to use good judgment in dealing with individual issues/emergencies, as well as staff related issues. Must work well independently, have excellent initiation and follow through, and maintain a good working relationship with supervisor.

Other:

- Valid New Jersey driver's license with 5 or less points.
- Successful completion of all required training, when assigned
- Red Cross CPR, First aid AED certification.
- Physical and negative PPD or chest x-ray upon hire
- Successful clearance of criminal background checks including NJ Central Registry, CARI, drug screening, exclusionary checks

Working Conditions/Hazards: Work is active and is performed within the individual's home as well as in the community. The behavior of individuals may change dramatically due to environmental or medical conditions among others, which may, at times, create hazardous situations. Lifting of heavy objects or persons may be required. You may be required to drive large vehicles. You may have exposure to individuals with Hepatitis B, a blood borne pathogen. You may provide individual support offered in a dignified fashion in the areas of toileting, showering, menstruation, and any other areas of hygiene, ranging from intermittent to pervasive levels.

Essential Functions: Assist the Residential Manager to run the program on a day-to-day basis and serve as a role model for other staff at the residence. Assure completion of fiscal and other documentation responsibilities as assigned by the residential manager. Provide supervision, direction and training to support staff in all areas of program responsibility. Assist with the staffing of the program, including retention and discipline of staff. Ensure the overall health and safety of individuals and strive to have individuals understand and exercise their rights to the fullest extent possible. Provide training to individuals in the development of independent living skills, including, but not limited to, instruction in social skills, meal preparation, money management, sexuality, and hygiene. Transport individuals as required.

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Job Duties:

1. Administrative Responsibilities

- Work effectively with supervisor and maintain close communication as required with other administrative staff.
- Know, understand, and follow NJAC 10:44A Standards for community residences for individuals with developmental disabilities, The Arc Employee Handbook, and The Arc Residential Policies and Procedures and ensure all staff are trained on the above aforementioned policies. Assist the Residential Manager to ensure maintenance of all records in accordance with these policies.
- Attend manager's meetings and in-services as required.
- In the absence of the Residential Manager ensure time sheets, schedules, benefit days, and sub sign in sheets are completed within time sheets the required time frames.
- Assist the Residential Manager to ensure a secure, well-maintained home and vehicles.
- As assigned by the Residential Manager assist in assuring the safekeeping of all individual money. This may include keeping records and receipts as required, handling banking, and managing other money (e.g. PNA, PTF, spending money).
- Support the staff to complete incident reports as needed (per policy), check for completeness and accuracy and submit according to required time frames and guidelines.

2. Supervisory Responsibilities

- Provide day-to-day support and supervision to all staff. Provide immediate feedback and intervention as necessary and bring issues of concern to the Residential Manager's attention.
- Participate in interviewing, hiring, orientation, and training of all direct support staff in accordance with agency policies and procedures.
- Assist in maintaining staffing at levels appropriate to the needs of the individuals, and in compliance with the Annex A schedule. This may involve covering or finding coverage for shifts.
- Demonstrate leadership by effectively using a team process and by serving as a role model to staff.
- Ensure that all required handwritten documentation is legible, input data into the critical communication and information system in a timely manner and assist staff to do the same. This includes the daily ISP documentation, attendance, appointments, medication administration, finances, communicating and responding to information in the critical communication system, incident reports, time sheets, training records, mileage logs, and other reports assigned or required. The Residential Assistant Manager will assist the Residential Manager to ensure that all required documentation is completed per shift, daily, weekly or monthly as assigned.
- Assist with preparing for monthly staff meetings. This includes soliciting input from staff about agenda items.
- Support staff by providing guidance to assist them in completing in-house and community-based assignments on a day-to-day basis. Bring issues of concern to the Residential Manager's attention.

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3. Individual Responsibilities

The Residential Assistant Manager will support the individuals' using services by:

- Making a commitment to learning what individuals want, ensuring that they have sufficient experience to be able to make choices about what they want, and helping them to realize goals and achieve outcomes, documenting the information in their Personal Focus Worksheet.
- Assisting the manager in completing assessments annually as part of the Pre-ISP process and anytime throughout the year as changes happen to identify the needs and seek out the proper resources to address them.
- Teaching staff to recognize each individual's strengths and adaptive limitations to ensure each individual is receiving his/her required level of support across all environments.
- Assisting the staff and individuals in maintaining a routine of communal living by ensuring that all staff serve as supportive companions, advocate and teacher to each individual.
- Teaching daily living skills as detailed in the individual's ISP and supervising staff to ensure they are doing the same.
- Protecting individual's rights, teaching them to exercise their rights, and supporting them to live up to their responsibilities.
- Observing each individual's right to confidentiality and ensuring all staff do the same.
- Maintaining a professional relationship with individual families, guardians, employers, day program staff, other agency staff, DDD staff and professionals in the community such as physicians, counselors, etc.
- Participating in and planning recreational/leisure activities with the individuals and the staff.
- Assisting the Residential Manager to oversee medications including administration, record keeping, proper storage, proper quantities, review and follow-up of errors, etc.
- As assigned, scheduling regular and as needed medical and dental appointments to assure the individual's timely effective medical treatment.
- As assigned, being prepared for and being present at meetings involving the individuals. (Admissions, ISP, House Meeting)
- Assisting with maintaining organized and up-to-date resident files.

4. Other

- Cooperate with The Arc and Department staff in any inspection, inquiry or investigation.
- Perform any other duties as assigned by the Residential Manager.

Note: This job description and specifications are not intended and should not be construed, to be an exhaustive list of all jobs responsibilities, skills or working conditions associated with this job. They are intended to be an accurate reflection of the principle requirements of the Residential Assistant Manager within The Arc's operation.