C.A.C. – ASSISTANT GROUP HOME MANAGER
JOB DESCRIPTION

PROGRAM: Residential Services

REPORTS TO: Group Home Manager

SUPERVISES: Direct Care Workers

JOB SUMMARY: The Assistant Home Manager manages and directs the operations of the home in the absence of the Home Manager and primarily works second shift.

QUALIFICATIONS: High School Diploma or GED is required and two years of group home experience is preferred. Upon hire he/she must satisfactorily complete all training required by the County of Fiscal responsibility (COFR) and contracting agencies. Must have sign language knowledge or willingness to acquire. Must be at least 21 years of age and have a valid, unrestricted drivers license. Results of a physical exam must indicate individual is cleared for unrestricted work duties. Must also test negative for tuberculosis (TB).

PRINCIPLE DUTIES AND RESPONSIBILITIES:
• Act as manager in his/her absence
• Supervise in home staff (Direct Care Aides)
• Make sure the assigned duties of staff are completed
• Assist in fiscal management of the home
• Assist in management of resident funds
• Aid Home Manager in the oversight of resident’s schedules and weekly appointments
• Assist in scheduling staff
• Aid in the coordination of trainings for staff to ensure their certifications are current
• Act as liaison to all agencies involved in services for residents, i.e. COFR and day programs
• Ensure maintenance of the home is completed in accordance with the schedule
• Maintain contact with residents’ families
• Attend and participate in staff meetings
• Assist Home Manager with payroll
• Responsible for the management of residents’ medications (e.g. maintain supply, supervise passing of medications, and documentation)
• Participate in required training
• Maintain required records
• Adhere to CARF, COFR and relevant agency rules and regulations
• Follow CAC policy and procedures
• Works at least one weekend a month
• On call 24 hours a day, 7 days a week
• Perform other duties as directed/required

ESSENTIAL SKILLS:
• Excellent interpersonal skills
• Perform work in a timely fashion
• Exceptional planning and organizational skills
• Copes with stressful situations
• Outstanding written skills
• Effective problem-solving skills
• Able to work with minimal supervision
• Work well with a variety of personalities
• Maintain positive attitude
• Basic knowledge of Microsoft Office Suite
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WORKING CONDITIONS:
• May be exposed to infectious disease and/or physical aggression from residents
• Majority of work will be in a home environment
• May be exposed to stressful situations
• Some auto travel
• Works at least one weekend a month
• Required to be on call 24 hours a day, 7 days a week

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