C.A.C. - GROUP HOME MANAGER
JOB DESCRIPTION

PROGRAM: Residential Services

REPORTS TO: Residential Services Director

SUPERVISES: Direct Care Workers & Assistant Home Manager

JOB SUMMARY: The Home Manager directs and manages the operations and activities of the home to comply with all rules, regulations, and policies that apply. Exempt employee status.

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:
• Supervise in home staff (Direct Care Aides)
• Make sure the assigned duties of staff are completed
• Responsible for fiscal management of the home
• Oversee resident funds
• Oversee resident’s schedules and weekly appointments
• Set staff schedule
• Coordinate 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
• Conduct staff meetings
• Process 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
• 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

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
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- Normal workweek will be Monday through Friday during regular business hours
- Required to be on call 24 hours a day, 7 days a week

Contact: Mark Piske
Phone/TTY: 810-239-3112 ext 212
Fax: 810-239-1606
Email: mpiske@cacdh.org

CACDHH
1277 W. Court St.
Flint, MI 48503