

# JOB NOTICE

Compass Family & Community Services  
535 Marmion Avenue  
Youngstown, Ohio 44502

Date Posted: May 14, 2015

Closing Date: May 22, 2015 or until filled

**APPLICATION PROCEDURES:** Send letters of intent and resume, to Box H-OM, Compass Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Department:** Horizon House

**Title:** Operations Manager

**Salary \$:** Full time; salary negotiable depending on experience. Primarily daytime shift, but hours of work may include afternoons, midnights and weekends based on the operational needs of the program.

## **General Duties:**

Responsible for supervision of therapeutic program workers at Horizon House.

- Interviewing and hiring of applicants.
- Orienting new hires and monitor on-going training needs. Arrange for necessary training.
- Performance evaluation, disciplinary actions and if necessary, termination.
- Scheduling of TPW staff.
- Conduct individual and group supervision sessions
- On-call regarding staff scheduling and if needed will work the shift vacant. On-call may also include issues pertaining to operational needs of the program.

Manage the non-clinical aspects of the facility.

- Compliance with the non-clinical standards imposed by licensing, certifying or accrediting bodies.
- Insures acquisition of necessary supplies, furnishings and food.
- Insures that facility is properly maintained and cleaned.
- Insures proper food preparation and well-balanced menu at facility.
- Insures evaluation, assessment and instruction of ADL's.
- Monitor general functioning of residents to insure safety and compliance with ISP.
- Schedules transportation of residents.
- Ensures safety of passengers, e.g. adherence to safe driving practices, use of seat belts, etc

Ensure compliance with rules of licensing and other regulatory bodies.

- Serve as Program Safety Committee Representative and ensure all required safety drills are complete in accordance with standards
- Necessary training: fire suppression, CPR, first aid, etc.
- Personal Care plan is in place and addressed on an ongoing basis.

Interactions with residents are therapeutic and advance the goals stated in their ISP.

- Planned groups and activities.

- Individualized teaching, coaching, and prompting of residents in areas related to activities of daily living.
- Document activities/ interactions via use of Carelogic are consistent and utilized by all staff.

Judgments made about residents are in keeping with agency policy, and are appropriate to their needs and functioning.

- Consults with clinical staff when necessary and appropriate.
- Assistance given to residents is based upon their strengths and/or deficits.

Interactions with essential others is professional and constructive.

- Families and significant others of residents.
- Maintenance and janitorial personnel.
- Surveyors, inspectors, etc.
- Peers, supervisors, and clinical staff.
- Providers from other agencies.

### **Qualifications:**

**Education/Experience:** Bachelor's degree in social work, psychology or health and human services is preferred. LSW licensure is beneficial. Supervisory experience; two or more years of experience working in a residential facility. Experience working with severe and persistent behavioral health client with possible developmental disabilities.

**Miscellaneous:** Criminal background check; Pre-employment drug screen; Clear driving record; First Aid/CPR Training.

**Personal:** Must be perceived as approachable by other staff and residents

**Physical Demands of Job:** Moderate standing and walking. Must be able to drive a commercial size van. Potential exposure to blood borne pathogens.

**Exempt:** Not eligible for overtime

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED  
THROUGH AFFIRMATIVE ACTION  
EOE-M/F/H including persons with disabilities and veterans