

JOB NOTICE

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

Date Posted: October 16, 2014

Closing Date: October 24, 2014 or until filled

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

Department: Horizon House

Title: House Manager

Salary \$: Full time; salary negotiable depending on experience. Primarily daytime shift, but may include afternoons and weekends

General Duties:

1. Manage the non-clinical aspects of the facility.
 - a. Ensure that the facility is kept properly clean and neat.
 - b. Ensure that facility is properly maintained. Submit work orders as necessary.
 - c. Ensure proper food preparation and a well-balanced menu at facility.
2. Ensure compliance with rules of licensing and other regulatory bodies.
 - a. Ensure monthly fire drills get done.
 - b. Necessary training: fire suppression, CPR, first aid, etc.
 - c. Personal Care plan is in place and addressed on an ongoing basis.
3. Interactions with residents are therapeutic and advance the goals stated in their ISP.
 - a. Planned groups and activities.
 - b. Individualized teaching, coaching, and prompting of residents in areas related to activities of daily living.
 - c. Document activities/ interactions via use of Carelogic.
4. Judgments made about residents are in keeping with agency policy, and are appropriate to their needs and functioning.
 - a. Consults with clinical staff when necessary and appropriate.
 - b. Assistance given to residents is based upon their strengths and/or deficits.
5. Interactions with essential others is professional and constructive.
 - a. Families and significant others of residents.
 - b. Maintenance and janitorial personnel.
 - c. Peers, supervisors, and clinical staff.
 - d. Providers from other agencies.

6. Transportation of residents.
 - a. Practices safe driving habits.
 - b. Ensures safety of passengers, e.g. use of seat belts, etc.

Qualifications:

Education/Experience: Bachelor's degree in social work, psychology or health and human services. LSW licensure is preferred. Supervisory and three or more years of experience working in a residential facility is required.

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.

Non Exempt: Eligible for overtime

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