



JOB NOTICE

Date Posted: September 24, 2018

Closing Date: October 1, 2018

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

Program: Residential

Title: Residential Staff Manager

Salary \$: Full Time with comprehensive benefits package. Competitive salary based on experience.
Primary schedule: Tuesday-Saturday, 10:00 am- 6:00 pm and rotating
Sunday – Thursday, 10:00 am – 6:00 pm

General Duties:

1. Responsible for the hiring and supervision of residential Therapeutic Program Worker staff.
 - a) Collaborates with the Facilities Manager and Program Manager to interview, select hire and on-board new TPW applicants.
 - b) Collaborates with Program Manager and Facilities Manager to orient new TPWs and monitor on-going training needs.
 - c) Collaborates with the Facilities Manager and Program Manager to facilitate ongoing coaching and supervision sessions, annual performance evaluations, and disciplinary action of TPWs when needed.
 - d) Responsible for creating and maintaining the master schedule for Therapeutic Program Workers.
 - e) Responsible for creating and maintaining the non-clinical, on-call schedule for Therapeutic Program Workers.
 - f) Responsible for maintaining all TPW time and attendance records in ADP.
 - g) Responsible for compliance monitoring of the daily TPW checklists for each shift; Collaborates with the Program Manager and Facilities Manager when direction and correction are needed.

2. Interacts with clients therapeutically and essential others, demonstrating kindness, respect and encouraging personal growth and development to advance the effective and therapeutic operation of the facility.
 - a) Daily interactions in matters relating to activities of daily living.
 - b) Setting limits/re-directing residents as necessary
 - c) Inspires clients to try new challenges.
 - d) Community mental health providers.
 - e) Client/resident's family or significant other.

3. Ensures compliance with rules of licensing and other regulatory bodies.
 - a) Assists with preparation of a well-balanced menu for the facility
 - b) Complete follow-up surveys with ex-residents on a routine basis
 - c) Assists with supervision of administration of self-medication documentation and process

4. Non-clinical admission, discharge, and other misc. tasks.
 - a) Ensures that all new residents are properly oriented to the facility.
 - b) Ensures the completion of intake paperwork: e.g. New Member Enrollment forms, residential agreement, PAF, room/board, etc.
 - c) Ensures (along with Nurse and PD) proper handling, storage, inventorying, and monitoring of medications.

5. Interaction with essential others are positive and constructive; and serve to advance the mission of COMPASS Family and Community Services. Essential others include but are not limited to:
 - a) Community Mental Health Providers
 - b) Surveyors, inspectors, etc.
 - c) Client/Resident's family or significant others
 - d) COMPASS Staff

QUALIFICATIONS FOR JOB:

Education/Experience: College degree in human services related field is preferred; 2 + years of supervisory experience is preferred; experience in a residential setting is preferred.

Miscellaneous requirements: Criminal background check; CPR/First Aid Training preferred; TB Test; clean driving record.

Physical Requirements: Normal activity, potential exposure to blood borne pathogens.

Personal: Must be perceived as approachable by supervisees. Must communicate expectations clearly; and communicate feedback assertively.

Exempt: Not eligible for over time.

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