**House Manager**

This exciting position provides endless opportunities to be a positive influence. It's not an easy job but it can be extremely rewarding.

**Position:** House Manager **Responsible to:** Program Director  
**Position Supervised:** Direct Care Workers, Shift Supervisors

**Classification (FLSA):** Full-time, exempt

**Revision Date:** 03/10/2022

**Job details**

The Genesis Project is a residential group home for abused boys in DHS custody, ages 6-12. Genesis provides a stable environment where children learn to be children. The goal of the Genesis Project is to prepare each child for a long-term family placement. Treatment is individualized in order to address specific needs unique to each child. Positive behaviors are reinforced to build self-esteem and encourage a sense of accomplishment.

The Genesis Project utilizes evidence-based trauma-informed treatments and therapies and training methods. We follow the six guiding principles to a trauma-informed approach including safety, trustworthiness and transparency; peer support, collaboration and mutuality; empowerment and choice; and cultural, historical and gender issues.

The house manager provides supervision of shift supervisors and direct care staff, upkeep of the unit, ensures that the daily programming schedule is being adhered to, attends meetings as directed.

Morning, evening, and overnight shifts are available and must be able to work weekends. Degree in related field preferred and experience preferred. Great communication skills (in verbal and writing), strong problem-solving skills and the ability to work well with a team are vital requirements for this position.

**Qualifications:**

* An advanced degree in social work or a comparable human service field and two years of relevant experience or a bachelor’s degree in social work or a comparable human service field and four or more years of relevant experience.
* At least 3-4 years of related leadership experience.
* Experience administering services to families and/or children.
* Skills to manage other employees.
* Ability to work effectively and proactively with other providers, local state and federal entities.
* Must pass a background check.

**Essential Functions of the Job:**

1. Supervision of shift supervisors and direct care staff
2. Ensure adherence to all agency, DHS, and licensing standards, and policies and procedures in all areas assigned
3. Attend scheduled staff meetings and trainings as required. Read, review, and sign weekly staff meeting notes
4. Ensure direct care staff is following the daily program schedule unless there are approved changes.
5. Conduct a community meeting each shift, all youth and staff should be involved unless there is imminent danger
6. Remain awake, alert and vigilant at all times to maintain a safe environment. Lead activities with youth and stay engaged with youth throughout the day.
7. On call at least one week, once/month
8. Keep all locked doors secured. Ensure all chemicals are put back up after use behind locked door. Supervise bathroom use. Do not leave doors open and/or unattended.
9. Arrive timely to shifts ready to work
10. Ensure that the unit is appropriately staffed as required by the DHS contract (4:1 awake hours, 8:1 sleep hours). Report any discrepancies to the Program Director or on call administration staff
11. Ensure that ten-minute bed checks are being conducted and documented
12. Ensure the Maintenance, upkeep, and cleanliness of the unit, including supervision of chores. Adhere to schedule responsibilities Y = clean yard, M = pass meds, T = take out trash, K = clean kitchen, L = wash and put up laundry
13. Ensure the completion of laundry and chore schedules for residents. If linens are soiled, have youth shower, provide clean pajamas, clean their beds, provide clean sheets, and wash the linens
14. Remain on the floor with direct care staff and residents as needed.
15. Adhere to child abuse reporting guidelines. Ensure all staff know how and when to contact the child abuse hotline
16. Handle all emergencies and crises professionally should assistance be needed, contact Program Director or on-call administrative member
17. Reporting any maintenance issues to the operations director or the program director.
18. Report any licensing deficiencies to the program director
19. Monitor direct care staff in youth interactions; assist as needed
20. Ensure all charting, incident reports, passes/visitors list and any other paperwork is completed appropriately and turned in at the end of each shift
21. Resolve residents’ daily issues that direct care staff need assistance with.
22. Train all new direct care staff on proper resident interactions, paperwork, facility rules, etc.
23. Monitor all direct care staff and supervisors to ensure they stay in assigned areas and all of their residents are accounted for.
24. Adhere to confidentiality guidelines as outline by Genesis and HIPAA regulations
25. Promote positive teamwork and communication among staff and residents. Use good judgment, maintain self-control, recognize when you or another staff needs help or needs to be removed from a crisis
26. Be a positive role model for residents and staff
27. This is not an all-inclusive list. The program director may assign other duties and responsibilities
28. Monitor all direct care staff and supervisors to ensure they are completing daily logs, Physical Intervention forms, and Incident reports.
29. Monitoring the completion of medication administration Records by employees.
30. Monitoring medication supply for residents
31. Coordinating weekly schedules for staff
32. Rotating on call schedule

**Physical and Travel Requirements**

* Less than 50%, primarily by car.
* Occasional travel required during evenings and weekends.
* Occasional lifting up to 25 lbs, bending, and kneeling throughout the day
* Prolonged standing, sitting, and walking
* Valid Driver’s License and Auto Insurance Coverage

**Employee Name (Print)**

**Employee Signature**

**Date**

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the institute.