

## Program Manager

### POSITION SUMMARY

The Program Manager are responsible for the care, welfare, safety, and security of individuals residing within Thrive Upstate Residential Facilities in accordance with applicable state and Agency guidelines.

### Responsibilities:

- Assist individuals in the development of daily living skills (including but not limited to leisure, time and money management, good health, safety, and habit development).
- Promote an environment that promotes the psychological, emotional, and physical well being of individuals.
- Monitors facility for safety, cleanliness, and maintenance requirements.
- Evaluates performance of direct care staff. Schedules and completes all OJT with new hires.
- Provides training and/or instructs staff in appropriate consumer care procedures.
- Post current staff schedule at least 1 week in advance.
- Monitors direct care staff work schedules to optimize staff utilization. Maintain appropriate staff to consumer ratios.
- Complete Payroll Performance for each staff.
- Assure Overtime is approved in advance by the Associate Residential Director
- Assure all Overtime Justification documentation is completed as scheduled.
- Maintains individual inventory records of possessions and monitors unit equipment inventory.
- Participates in Residential Plans meetings regarding consumer goals/objectives or other programming elements affecting the consumer.
- Monitor the provision of active treatment and work closely with the Operational Managers to ensure that individual consumer goals and objectives are appropriate and based on individuals' assessed needs and individual desires.
- Adjust staff schedules for registered training classes, leave time etc.
- Review schedules for nursing appointments to have staff available for assistance.
- Ensure that all staff are following training objectives on a weekly basis and Active Treatment is being performed.
- Monitor all supplies and purchase as needed. Examples: Personal Care supplies, Household cleaning, grocery etc.
- Ensure all supplies are properly labeled and stored.
- Check all adaptive equipment such as: Dycem mats, spoons, sectional plates, wheel chairs etc. to ensure they are available and are in good working condition.
- Monitor the van to see if any services or repair needed. Assure Van is cleaned on a regular basis
- Turn in all Gas receipts in regularly using the correct form monthly.
- Assure all areas of the facility are clean and maintained. Report all need for repairs and / or safety issues to appropriate areas.
- Check accountability books, BSP books and household cleaning books, Water temp Logs to make sure all documentation is being completed.
- Monitor Water temps for safety. Report all temps above 120 immediately to Maintenance.
- Recreation calendars need to be completed and posted by the 1<sup>st</sup> of the month to include at least one outing per month. Ensure outing is documented.
- Complete by 3<sup>rd</sup> of the month monthly maintenance check list. Check off all areas as indicated on sheet according to instructions.
- Check and initial all Fire extinguishers in facility and on the van.
- Assure all appropriate drills are completed and documented. (Fire Drills / Tornado Drill / Disaster).
- All new admissions to the facility must participate in a fire drill within 24hrs of admission.
- Complete census weekly as per policy.
- Document all withdrawals of individual funds and deposits in ledger. Maintain all receipts.
- Requisition of personal funds drafts for individual's needs or spending money.
- Conduct monthly staff meetings to include DSP, Nursing, Coordinator/QIDP.
- Perform other duties as assigned.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:**

- Must be at least 21 years of age
- A minimum of least two years previous related experience or equivalent education and/or experience.
- Some knowledge of affective supervisory practices

**SKILLS:**

- Good knowledge and understanding of developmental disabilities and related habilitation and treatment management.
- Proficient ability to use independent judgment, analytical/decision-making skills, verbal and written communication skills, human relation skills, team working skills, and organizational skills
- Ability to work flexible shift hours based on needs of the department.

**SUPERVISORY RESPONSIBILITIES:** Responsible for supervision of 6 – 12 direct care staff/employees

*Thrive Upstate is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected Veteran status.*