



Harmony Communities

*Position Title:* **HOME MANAGER, LIVE-IN**

(Full time, salaried, non-exempt)

*Reports to:* Associate Director

#### Summary of Home Manager Responsibilities:

The primary duty of the Harmony Communities (HC) Live-In Home Manager (HM) is to oversee and manage one residential Adult Foster Care home. This includes the hiring, supervision, and evaluation of at least 2 full-time equivalent staff; assuring that all licensing and other regulatory standards are met; collaborating with community partners; managing home finances; communicating and collaborating with families; assuring that quality care and guidance are provided to all residents in order to meet their physical, emotional, social, and spiritual needs; establishing and maintaining a culture among staff and residents that is positive and respectful; participating in organizational efforts to grow and improve in all areas; actively serving on the organization's Program/Leadership Team.

The position requires living in a separate apartment attached to the resident facility during most of the week. Hours on duty generally are 6:00am – 4:00pm Monday through Friday. Nighttime hours of 10pm to 6am are generally considered off duty sleep time and unpaid. Sleeping in the private attached apartment is required Sunday through Thursday nights, and if a resident has a need during the night, the Home Manager returns to duty (with flex time during the pay period, or compensation) for the period of time needed to assist the resident.

During the hours on duty, the Home Manager is responsible for the residents and their activities while concurrently meeting the Home Manager's management responsibilities.

The Home Manager encourages as much independence as possible on the part of the residents; strives to create a family-like atmosphere themselves and via their supervision of other staff; develops an environment of caring and sharing in the home; provides opportunities for emotional and spiritual growth; follows State of Michigan guidelines, regulations, and administrative procedures; and works with community partners to meet goals defined in individual residents' life plans.

#### Home Manager Duties and Responsibilities:

1. Oversee and manage all aspects of operating one 6-bed Adult Foster Care group home
2. Develop and maintain constructive relationships with residents, families, staff, partners, and others in the community
3. Actively participate in the hiring, training, supervising, evaluating, and disciplining of employees who work in the home; this is at least 2 FTEs, but generally involves at least 6-8 employees who work in the home on a part-time or on-call basis
4. Be familiar with and assure compliance with all licensing regulations, recipient rights requirements, labor laws, and other regulatory standards that pertain to management of the home; assure compliance with all
5. Actively collaborate with community partners and other organizations for the benefit of the residents and the organizations involved
6. Manage the relationship between HC and the residents' families/guardians; stay in touch regarding both routine and unusual developments

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7. Assure that residents' health and medical needs are met through communication with families/guardians and the residents' medical providers
8. Assure that residents' dietary needs are met through the provision of healthy meals that at a minimum meet all licensing requirements; plan healthy living meal choices by developing weekly menus, assuring that grocery shopping is completed, managing Bridge Card information, providing portion control education to residents and staff, and rotating food to preserve freshness
9. Manage the overall milieu/culture of the home by promoting positive, respectful relationships between all residents and all staff; model, encourage, and implement problem-solving and cooperative interaction strategies
10. Assist, encourage, and involve residents with activities of daily living including personal care skills, household duties, meal preparation, community engagement, and church attendance with the goal of helping residents achieve a healthy living model focused on food, social activity, exercise, and Christian values
11. Prepare and implement daily and weekly home schedules, rules, and guidelines while keeping the best interests of the residents paramount
12. Plan and implement appropriate CORE (Community Outreach through Relational Engagement) activities and programming in the community for each resident, including options such as employment, volunteering, and participating in other community programming
13. Seek out mentors and other volunteers to be involved with the residents and the program; complete required paperwork and provide appropriate supervision
14. Manage home funds accurately, including use of home debit card, keeping of all receipts, and using the Transfer of Funds process appropriately
15. Manage, distribute, and record resident spending money as agreed upon by the resident and his/her parent/guardian
16. In collaboration with family/guardian, schedule medical appointments and arrange for transportation
17. Carry out monthly fire drills, and monthly checks of fire extinguisher and fire alarms
18. Complete a Monthly Facility Checklist and report all facility concerns; take action to correct facility concerns when appropriate; assure cleanliness of the home
19. Manage the maintenance of a full-size van assigned to the home; assure it is in safe condition and collaborate with local service providers for maintenance and repairs.
20. Assure proper administration and recording of all medications - both prescribed and over-the-counter; keep each resident's book updated including the medical chart and weight checks
21. Complete and maintain required reports and take an active role in meetings with other organizations involved in the residents' care
22. Meet periodically with parents/guardians of each resident (at least annually) to review and develop the Resident Care Agreement, in alignment with HC rent policy and other policies.
23. Follow written and oral instructions and procedures
24. Manage emergency and crisis situations appropriately for each resident
25. Assure that client confidentiality and recipient rights are upheld with each resident
26. Complete all State of Michigan licensing requirements for home manager trainings and new staff orientation
27. Attend and co-lead all scheduled staff meetings
28. Participate actively as part of the HC Program/Leadership Team, Home Manager Team, and in individual supervision

29. Abide by the written and verbal policies of HC as established by the Associate Director, Executive Director and the Board of Directors, which may be amended from time to time
30. Other duties as assigned by the Associate Director, Executive Director or the Board of Directors

Qualifications:

1. College degree preferred; high school graduate with significant experience will be considered
2. Must understand and support the mission, vision, and values of Harmony Communities
3. Must have prior internship or paid employment working with people with developmental disabilities
4. Must have a valid Michigan driver's license with a clean driving record, and must report any suspensions or restrictions that occur during time of employment
5. Must pass a drug screen and criminal background check
6. Must possess excellent organizational, verbal, and interpersonal skills
7. Must be able to lift 60 pounds, with or without accommodation
8. Must be able to climb stairs, do extensive standing, participate in food preparation and cleaning
9. Must be able to perform the job duties, with consistent attendance
10. Must be physically, emotionally, and mentally capable of keeping a safe and healthy home that adheres to the mission and core values of the organization

Benefits/arrangements:

1. This is a full-time, salaried, non-exempt position. The normal schedule involves 50 hours per week, with time over 40 hours being paid at 1.5 times the base rate, for a fixed non-exempt weekly salary. For hours worked beyond 50, when possible, the Home Manager will flex his/her schedule to make up for that time by bringing in a RLA for an equivalent period of time within the pay period; when that is not possible, the Home Manager will be paid at the overtime rate.
2. A separate, semi-furnished apartment in the resident facility, with appliances provided and utilities paid. Overnight visitors are to have prior approval by the Associate Director.
3. Paid time off (vacation and sick time) annually, amount depending on longevity
4. No health insurance is provided
5. Food eaten with residents while on duty
6. If married, the spouse must respect confidentiality and other policies and values of the organization, as applicable

Revised/approved by Board 10/12/2020

I acknowledge receipt of this Job Description and understand the responsibilities and terms of employment.

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Home Manager

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Date