

POSITION: COMMUNITY LIVING ASSISTANT MANAGER

CLASSIFICATION: Exempt (Salary)

REPORTS TO: Community Living Manager

DATE UPDATED: May 3, 2018

POSITION SUMMARY:

Assists the Community Living Manager to ensure quality supports is provided with social and home living skills to consumers with developmental disabilities in accordance with all applicable regulations, standards and policies and procedures (i.e. Navajo Nation, DD Waiver Program, Office of Environmental Health, Housing of Urban Development and Navajo Housing Authority). Will collaborate with ancillary services (Physical Therapy, Occupational Therapy, Speech-Language Therapy, Behavior Support Therapy and the Nutritionist) to ensure the consumers' health and safety.

GENERAL DUTIES:

1. Provide positive supports and be a resource to fellow co-workers to promote team work while upholding CCRC's mission and vision.
2. Be a Team leader for the Community Living Program during the Strategic Planning Session.
3. Assists the Community Living Manager with input from the Instructors to develop the Community Living annual budget.
4. Assists the Community Living Manager to ensure the Community Living program is complying with CCRC's Medication & Health Policy and the New Mexico Board of Pharmacy regulations.
5. Maintain Assisting with Medication Delivery certification.
6. Serves as an Interdisciplinary Team (IDT) member by attending meetings regarding consumers.
7. Assists the Community Living Manager to ensure the homes are in compliance with Office of Environmental Health (OEH), Housing of Urban Development (HUD) and Developmental Disabilities Waiver Service Standards (DDWSS) by conducting and monitoring monthly facility inspections, emergency drills, etc.
8. Assists the Community Living Manager to ensure compliance with Individual Specific Training for staff in accordance with the DD Waiver Standards i.e. annually, within 30 days for new employees and/or reassignments.
9. Assists the Community Living Manager by following up on reported incidents of Abuse, Neglect, Exploitation, Environmental Hazard, Suspicious Injury to ensure the well-being of the consumers.
10. Will participate as a member of the Incident Review Committee and Admissions Committee.
11. Assists the Inter-disciplinary Team (IDT) with the development of the Person-Centered Assessments of consumers in justifying services.
12. Assists the Community Living Manager in monitoring implementation and documentation of progress on Outcomes for consumers as outlined in the Individual Service Plans.
13. Assists the Community Living Manager in ensuring documentation for billing is accurate, completed and submitted as scheduled (Weekly for DD Waiver; Biweekly for Navajo Nation, and Monthly for State General Fund consumers)
14. Assists the Community Living Manager in ensuring implementation of therapeutic recommendations/strategies for consumers.

15. Assists the Community Living Instructors in developing Teaching Support Strategies, Semi-Annual Reports and Quarterly Reports for accuracy and completeness.
16. Assists the Community Living Manager in reviewing daily documentation (Time In/Time Out) for accuracy and completeness and submit to CCRC's Case Managers by the last day of each month.
17. Assists the Community Living Manager in reviewing program files for compliance according to the Case File Matrix.
18. Assists the Community Living Manager in coordinating with CCRC's Case Manager for training as outlined in the Individual Specific Training section of the Individual Service Plan for New Hires, Community Living Trainers and Instructors.
19. Assists the Community Living Manager in ensuring receipts and credit cards are submitted back to the Finance Department in accordance with the Accounting Policy and Procedures.
20. Assists the Community Living Manager with the review and implementation of the Monthly Activity Calendar and submits to the Benefits Coordinator and CCRC's Case Manager.
21. Interacts, supervises and supports consumers during activities to promote physical and emotional well-being.
22. Assists the Community Living Manager in ensuring there is adequate staffing on a daily basis.
23. Will be trained and prepared to work a shift as needed within the Community Living Department.
24. Assists the Community Living Manager in developing a Special Staff Schedule for holidays.
25. Assists the Community Living Manager in ensuring the procedures are completed when a consumer becomes ill and implementation of the prescribed treatment plans until discontinued.
26. Assists the Community Living Manager in ensuring implementation supports in the home setting with adherence to the Meaningful Day Policy.

SUPERVISING AND EVALUATING

1. Assists the Community Living Manager with preparation of department meetings for planning, organizing, updating, discuss issues/concerns and solutions.
2. Assists the Community Living Manager in coordinating with the Transportation & Facility to obtain and ensure vehicles are available and safe to implement activities for consumers.
3. Ensures training requests are submitted by the Instructors to the Health Department by the 2nd Wednesday of each month.
4. During the absence of the Community Living Manager, is responsible to review and approve electronic requisitions (EREQs) for purchases, i.e. food supply, house supplies, etc.
5. Assists the Community Living Manager with the hiring of employees for the Community Living Department by conducting reference checks and assist with the interviews.
6. Ensures New Hires are orientated.
7. Assists the Community Living Manager in developing the Quarterly Board Report using Microsoft PowerPoint.
8. Ensures and monitors the Shift Exchange and the implementation of the Communication Log.
9. Conduct the direct support staff interview using the Department of Health Interview Tool to ensure competence.
10. Assist the Community Living Manager in preparing employee performance evaluations.
11. Will review and approve employee leave request.
12. Will assume the Community Living Manager responsibilities in his/her absence.
13. Will perform any other duties as assigned by the Community Living Manager.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

1. Able to lift up to 100 pounds and be in good physical condition.
2. Attention to detail, stooping, bending, cleaning or refueling vehicles.

QUALIFICATIONS:

1. Minimum 5-year experience in working with adults with developmental disabilities or related field; or AA degree in a related field may substitute for experience.
2. Minimum of 2-year supervisory experience.
3. General knowledge of accounting software (EReq)
4. Familiar with computer software applications (Excel/Microsoft Word, PowerPoint)
5. Able to work a flexible schedule (i.e. evening and weekend hours)
6. Ability to prepare written program plans, progress reports and department reports.
7. Sensitive to the needs of consumers, families and the community.
8. Ability to supervise and provide leadership.
9. Valid Driver's License
10. Must be 21 years of age or older
11. High School Diploma or GED
12. Must pass the Employee Abuse Registry Clearance
13. Must pass the Caregivers Criminal History Screening Clearance.
14. Bilingual (Navajo/English) preferred.

SALARY RANGE: \$34,840.00 - \$51,481.86 per annum depending upon experience and qualifications.