

CCRC, INC.

POSITION: DAY HABILITATION MANAGER

CLASSIFICATION: Exempt (Salary)

REPORTS TO: Program Director

DATE UPDATED: July 13, 2016

POSITION SUMMARY:

Day Hab Manager is Responsible for implementing the Community Inclusion activities for adults with developmental disabilities. Manages the Day Habilitation Instructors (Instructors) in providing quality supports in the areas of socialization, interpersonal relationship, communication, citizenship, recreation, leisure, and employment to increase or maintain each consumers' personal growth and independence. The Day Habilitation Manager is a key position and must ensure quality customized community support individual/group will be provided in accordance with all applicable regulations and policies and procedures (i.e. Navajo Nation, DD Waiver program, Office of Environmental Health). Will collaborate with ancillary services (Physical therapy, occupational therapy, speech language pathology, behavior support, nutritional) to ensure consumers' needs are addressed. Responsible to be familiar with the CCRC Policy and Procedures manual. The Day Habilitation program operates daily from 8:00am to 4:00pm; 5-days a week.

SPECIFIC DUTIES:

1. Ensures and assist in the development of the Person-Centered Assessments of consumers with the day habilitation instructors to determine consumers' strengths and needs to justify the service.
2. Serve as an Interdisciplinary Team member (IDT) for all consumers receiving Customize Community Support Group/Individual and attend meetings regarding consumers'.
3. Is a member of the Admissions Committee and Incident Review Committee.
4. Day Hab Manager will offer alternative employment options for consumers (i.e. trial work opportunities, career exploration) that may lead to employment.
5. Coordinates with the agency nurse for training and oversight for consumers with health related supports on health care plans and to implement physician orders during the day. Such as Health Care Plans (HCP), Comprehensive Aspiration Risk Management Plan (CARMP) and Medical Emergency Response Plan (MERP).
6. Ensure consistent implementation of written direct support instructions (WDSI) by providing support or instructions of therapy plans (Speech Language Pathologist, Physical Therapist and Occupational Therapist, and Behavioral Support Consultant).
7. Will review the Medication Administration Record (MAR), PRN "As Needed" Medication, Short-Term MAR and the Controlled Drug Record, to ensure consumers receive their prescribed medication and to minimize medication errors.
8. Prepares outcomes and action steps for all consumers receiving Customize Community Support Group/Individuals services as agreed upon in the Individual Service Plan (ISP) meeting.

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9. Responsible to review "Time-In & Out" documentation for accuracy and submit to the internal case managers by the last day of each month.
10. Responsible to review the Teaching and Support Strategies, Semi-annual Reports, and Quarterly Reports relating to consumers for accuracy and completeness.
11. Manager will monitor and review program files to check reporting and documentation of the case file matrix required for any upcoming audits or external case managers' reviews. (Monthly).
12. Ensure that staff are planning and organizing meaningful activities (i.e. cultural events, rodeo/fairs, socialize with friends, Special Olympics, shopping, vacation etc.) according to the consumers' outcomes and choice of activities.
13. Day Hab Manager will collaborate with the Human Resource Manager to fill vacancies and request for job announcements, with a new hire manager will complete a reference check and interview for qualified applicants who are cleared through the Human Resource Manager, will present potential applicants for hire to the executive Director for final approval. New Staff will be Orientated.
14. Develop and submit Quarterly Board Report using Microsoft Powerpoint.
15. Be a team leader for the Day Habilitation department to develop and implement strategic planning goals.
16. Develop and implement Day Hab department budget annually.
17. Day Hab Manager will ensure compliance with the Individual Specific Training (IST) for staff in accordance with the IST policy. Annually and within 30 days for new hires.
18. Day Hab Manager will ensure that Shift exchange is carried out on a daily basis and documented on a communication log.
19. To promote team work, be supportive, encourage and coach Day Hab Staff on a daily basis.
20. Day Hab Manager will conduct an annual employee performance evaluation for staff according to CCRC policy and procedure and develop goals and recommend training to promote staff development.
21. Will schedule monthly staff meetings to review and inform day habilitation staff on current/updated standards/regulations, changes in support services, sponsored events, emergency protocols and other CCRC, Inc. policies and procedures necessary so staff can perform responsibilities efficiently.
22. Monitors day habilitation department inventory of supplies for janitorial, holiday events, activities and dinners.
23. Will review and approve all electronic requisitions (EREQ) regarding the day habilitation program and submit to the Executive Director for approval.
24. Day Hab Manager will ensure that there is staff coverage, and will be trained and prepared to work as a direct support staff as needed within the day habilitation program.
25. Ensure that all receipts (consumers request, EREQ purchases, and credit cards) are submitted back to the finance department at the end of the day in accordance to Accounting policy.
26. Review of the prior authorization (PA) listing on a weekly basis. Will ensure the documentation of services (attendance sheets) match the service units for customized community support group/individual billing.
27. Will conduct the direct support staff interview once a month with all staff using the Department of Health Improvement (DHI) interview tool to ensure staff competence.

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28. Day Habilitation Manager will ensure day habilitation building is in compliance with the Office of Environmental Health (OEH) and Developmental Disabilities Waiver service standards by conducting monthly facility inspections, emergency drills, and food handler certification for staff etc.
29. Will collaborate with the community living manager to submit State Employment Leadership Network (SELN) quarterly report to Developmental Disabilities Supports Division (DDSD).
30. Day Habilitation Manager will follow up on all reported incidents of abuse, neglect, exploitation, environmental hazard, suspicious injury to ensure the safety and well-being of the consumers' and attend and Incidents Management meeting for all consumers.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

1. Able to lift up to 100 pounds and be in good physical condition
2. Work requires attention to detail and extensive computer keyboarding in a general office environment; stooping, bending, cleaning, or refueling vehicles.

QUALIFICATIONS:

1. Bachelor's degree in Special Education, Human Service field or 5-year experience in working with adults with developmental disabilities in an educational rehabilitation setting with two years supervisory experience.
2. Must be familiar with Microsoft applications.
3. Knowledge of MIP computer software, including Excel/Microsoft Word processing, database and spreadsheet applications.
4. Ability to prepare written program plans and progress reports
5. Sensitive to the needs of Navajo consumers, their families and the community
6. Ability to supervise and provide leadership.
7. Valid Driver License
8. High School Diploma/GED
9. Employee Abuse Registry Clearance
10. Caregivers Criminal History Screening Clearance
11. Bilingual (Navajo/English) preferred.

SALARY RANGE: \$40,337.37 - \$66,015.66 per year, depending upon experience/qualifications.