

Triad Residential Solutions, LLC

Job Description & Duties



Position Title: Residential Manager

Position Summary: Residential Manager manages/oversees the activities/operations of the various residential facilities providing services/supports to individuals with developmental/intellectual disability including staff scheduling, documentation and reporting, client health/safety needs, emergency situations and participating in an on-call rotation. Duties/responsibilities are supervised by Residential Director.

Essential Job Functions:

Personal Care	Assist with transfer to and from wheelchair, chair, and/or bed. Assist with dressing, bathing, toileting.
Housekeeping	Manages sweeping, mopping, dusting, dish washing, laundry, bed making functions.
Meal Preparation	Manage meal planning, shopping, and preparation (cooking, baking, etc.), as well as mealtime supervision, feeding, and special diet instructions.
Recreation & Travel	Interacts with individuals, and manages activities, including shopping, transportation needs for work, appointments, outings, and other errands.
First Aid & CPR	Transfer, lift, and move individuals using appropriate safety and lifting techniques. Provide basic First Aid care as needed and/or activate emergency services.
Documentation	Monitors and reviews documentation for services/supports utilizing electronic data collection and/or paper methods.

Job Requirements:

- Eligibility to be employed and work in the United States of America.
- Five years' experience in the field of developmental disabilities, or related field, required; three years' experience in a supervisory position required.
- High School Diploma or GED required; Associates Degree in Business Management or equivalent preferred.
- BCI/FBI Background Check & Database Inquiry validating employment eligibility.
- Valid vehicle operator's license with fewer than 6 points on current Official Driver Abstract.
- Current vehicle insurance no less than the state minimum requirement.
- Physical ability to lift, lower, and maneuver up to 50 pounds; ability to stand, walk, twist, bend, reach, and grip for extended periods of time or frequently.
- Ability to read, write and understand spoken English.
- Effective communication, organizational, time management, problem solving and interpersonal skills.
- Intermediate computer skills, with proficiency in Microsoft Word and Excel.
- Work availability may require evenings, weekends, and holidays. Also includes operational and emergency needs, and work in excess of 40 hours per week.
- American Red Cross First Aid, CPR Certification, and Level One Medication Administration Certification *may be acquired after hire.*

Job Responsibilities:

- Complete a monthly activity scheduled for individuals supported by Ohio Level One Medicaid Waivers reflecting the needs and interests of the clients, and to allow for a wide variety of interests, abilities, financial limitations, transportation needs, etc.
- Serve as contact person for on-site staff to respond to situations as needed.
- Manage the efforts to ensure on-site staff coverage for open shifts, emergency situations, client health and safety needs and employee needs.
- Review prioritization of activities and emergency situations to insure the health and safety of all individuals, balance of staffing needs, to allow for recommendations for improvements and/or changes.
- Review results and documentation of on-site visits for all residential sites, including review of documentation submitted, assessments, recommended actions and/or correction plans noted on each sites' respective Quality Assurance Review.

Employee Signature: _____

Date: ____/____/____

Triad Residential Solutions, LLC

Job Description & Duties



- Manage the medication delivery process and the initial check of medications as outlined in Medication Administration Guidelines.
- Insure compliance with all applicable rules, regulations, laws, and Triad Residential Solutions policies and procedures.
- Review on-site training assessments and activities to reinforce training received and expectations, and address training concerns or discrepancies.
- Conduct Performance Management coaching and documentation for infractions of Triad Residential Solutions' policy or procedure, committed by Shift Supervisors or Team Leaders.
- Support Shift Supervisor by serving as both a role model and mentor by identifying necessary resources for success, and making those resources available.
- Coach Shift Supervisor and Team Leaders in procedural standards expected by Triad Residential Solutions, and provide additional procedural training as needed.
- Review documentation for all services and supports provided to individuals, medications administered, and any other assistance provided to insure compliance with County Board or Triad Residential Solutions procedures.
- Review, and follow-up on, concerns and issues involving an individual's supports and/or incidents which impact an individual's to insure appropriate company reporting guidelines, and the Major Unusual Incident rule.
- Attend and participate in ISP and team meetings/reviews for the individual(s) served, and provide follow-up as needed. Advocate for individuals by promoting the Rights of Persons with Developmental Disability.
- Participate in management meetings, and review issues/situations identified during monthly meetings for each designated location.
- Maintain trainings and certifications required for continued employment.

I have read the above requirements and duties, and agree to comply with set terms to the best of my ability, understanding that the list is not meant to be all-inclusive, but to serve as a general guide of job duties. I agree to follow instruction received from my supervisor regarding the specific nature of the duties I must perform, understanding that if I fail to meet the requirements of the above description or of other tasks reasonably assumed to be necessary for effective job performance, I am subject to disciplinary action.

Employee Signature: _____

Date: ____/____/____