

# Sweeney Youth Homes

## Job Description: Assistant Facility (House) Manager

**Reports to:** Facility Manager and Executive Director. Is also responsible to the Clinical Director and Administrator in providing necessary support for common and related projects, programs, responsibilities, etc.

**Duties:** Assist and provide support for House Manager. Act as House Manager in absence of the Manager. Perform prescribed tasks as directed by the House manager associated with the management of the facility including, but not limited to:

1. Staff: Direct, schedule and supervise Child Care Workers within the facility. Conduct interviews, training and weekly meetings with staff and residents. Conduct periodic Performance Evaluations and issue discipline as necessary for staff within your facility. Advise, guide and assist staff in all affairs. Facilitate upward, downward and lateral communication, participation, cooperation and teamwork, responsibility, and provide good example for staff to follow. Attend any in-service meetings set for specific areas of training. Instruct and follow up on timely processing of Special Incident Reports and any and all other required reports and paperwork.

2. Residents: Schedule staff to provide 24-hour, 7-day supervision. If necessary, fill-in for absent staff or vacant shifts. Provide for the safety and welfare of the residents at all times. Administer discipline according to state and program policies and guidelines. Set limits for behavior. Consult with Clinical Staff and/or Executive Director regarding behavioral problems, crisis issues and emergencies as they occur. Provide on-site crisis counseling and role modeling. Work under direct supervision of Clinical Staff in assisting and implementing individual treatment plans and policies.

Instruct and supervise residents' Basic Skills development including personal hygiene, grooming, cleaning of room and laundering of clothes, bedding, towelings, etc., sewing, cooking, gardening, etc. Instructs and supervises residents' Independent Living Skills development including personal finance management, job searches, assignment and completion of household chores, meal planning, grocery shopping, household budgeting, clothing purchases, etc. Assist residents in establishing and fulfilling personal goals. Assure the completion of residents' responsibilities including cooking, cleaning, homework, repayment of legal and/or restitution costs, etc.

Arrange for residents' transportation needs. Monitor the administering of residents' medication and inform staff as to individual requirements. Maintain log of residents' daily activities with notes and directions for next shift(s) regarding needs, problems, appointments, duties, tasks, visits, furloughs, guests, etc. as well as any special staff instructions and/or communications. Log entries and maintain residents' individual files as required by Community Care Licensing.

3. Facility: Ensure that facility is maintained in "Inspection ready" condition at all times. Refer to Community Care Licensing "Group Homes" handbook for guidance. Advise and instruct staff and residents as to correct procedures for maintaining facility in proper condition. Ensure the availability of adequate household supplies including food, linens, cooking utensils, dishes and flatware, cleaning supplies, tools, furniture and furnishings, pens, writing paper and notebooks, games and recreational equipment, and any all other items necessary within financial and program limits and guidelines. Report maintenance needs to Administrator. Assist in coordination of vehicle and facility maintenance and repair. Instruct staff and residents in proper procedures for reporting problems, requesting repairs

and handling emergency situations. Conduct periodic fire drills. Check fire extinguishers to schedule annual recharging.

Insure that there are adequate supplies of proper forms, manuals, guides, reports, handbooks, etc. for use and review. Avoid overduplication and waste.

4. Budgets: Obtain monthly disbursement from Administrator. Discuss needs, goals, events, special circumstances, etc. Maintain house and resident checking and/or savings accounts. Disburse allowances, supervise expenditures, procure receipts for all purchases. Direct, supervise and be responsible for all purchases within the facility including food, clothing, furniture and furnishings, recreational activities, residents' purchases, etc. By end of second week of each month, provide to Administrator photostatted copies of check registers for all accounts and receipts for all purchases, segregated per account type.

5. Time sheets: Review, correct, amend, sign and submit staff time sheets to Administrator for payment. Verify times worked and compare against actual schedules. Discuss discrepancies with staff and advise them of proper procedures. (Revised 1/96)

**Qualifications** The Facility Manager shall meet one of the following requirements prior to employment.

1. One year of full-time experience, or its equivalent, working with the client group to be served. Experience shall be verified as having been performed as a paid or volunteer staff person whose duties required direct supervision and care of the client group served.

2. Two years experience as the social work staff in a group home performing those duties as specified in General Licensing Requirements, Title 22, Division 6, Chapter 5 (Group Homes), section 84065.1(c).

3. Completion with a passing grade, from an accredited or approved college or university, of 15 college semester or equivalent quarter units in behavioral science, 9 units of which must be in courses relating to children with behavioral problems which may be the result of abuse, neglect or emotional trauma. The courses may include, but are not limited to curriculums in Corrections, Psychology, Social Work or Social Welfare.

---

*Applicant Signature*

---

*Date*