

SAMPLE - SUBJECT TO CHANGE

BERKELEY CITIZENS, INC.

CTH II House Manager

December 2003

(Non-Exempt)

As an employee of Berkeley Citizens, Inc. the CTH II House Manager is responsible to the CTH II Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 15% A Maintains client safety and well being to include:
- 1 Provides the prescribed level of supervision and accountability throughout the individual's daily routine (including bathing, waking, and sleeping hours)
 - 2 Assists as needed with individual's bathing, toileting, grooming, and other self-care activities. May include lifting non-ambulatory individuals
 - 3 Informs supervisor if individual's behavior changes significantly (at the time of occurrence) to include sleeping and eating habits
 - 4 Informs supervisor of all individuals' injuries at time of occurrence
 - 5 Fills out all necessary Client Injury Forms and forwards to supervisor
 - 6 Reports maintenance needs to supervisor at the time of occurrence to maintain a safe living environment. Includes completing a work order
 - 7 Conducts monthly fire drills according to the house schedule or training needs
- 15% B Provides training and a home-like environment to the CTH II individual as specified in SCDDSN Standards
- 1 Implements objectives and recommendations as stated in the Individual Program Plan (IPP)
 - 2 Documents data during formal training sections as specified in the individual's objectives
 - 3 Provides naturally occurring opportunities for individuals to learn
 - 4 Implements Behavior Support Programs as written to include documentation of all behavioral incidents. May require physical intervention and the use of PRA techniques
 - 5 Provides leisure/recreational opportunities to include providing transportation to and from events
- 20% C Monitors daily required documentation by house staff
- 1 Completes daily monitoring checklist
 - 2 Reports missing/incorrect documentation to supervisor
 - 3 Organizes monthly required documentation into data books, replenishes forms, data sheets, supplies, etc. or ensures that this is completed
- 5% D Ensures medications and treatments are taken as ordered by the physician in compliance with facility procedure
- 1 Ensures routine medications, treatment, and PRN medications are taken accurately following facility procedure
 - 2 Completes medication chart records in compliance with facility procedure
 - 3 Orders medication from the pharmacy in compliance with facility procedure
- 5% E Takes individual to medical, dental, and other appointments as needed. Includes providing necessary paperwork to physician/for individual's records
- 10% F Assists in the maintenance of household needs to include chores, kitchen duties, laundry, and grocery shopping

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- 10% G Assists and monitors individual's finances per agency and DDSN Policy
- 1 Assists in documenting all expenditures, deposits, withdrawals, etc. from individual accounts
 - 2 Assists individuals with payment of bills for room and board, medical needs, insurance payments, etc.
 - 3 Assists individuals to the bank to make deposits and withdrawals
 - 4 Ensures that money is available for each individual as needed for recreation or personal care needs
 - 5 Coordinates monthly review of accounts with financial department
- 5% H Maintains accurate petty cash records and balance
- 5% I Maintains family contact and turns in weekly report of clients' home visits to Residential Assistant
- 5% J Attends staff meetings, trainings, IPPs, etc. as requested
- 5% K Conducts self according to agency policies to include:
- 1 Fills out required paperwork, forms, etc. Includes filling out time sheet/leave slips accurately
 - 2 Has thorough understanding of agency policies and procedures
 - 3 Exhibits appropriate work behavior with individuals and co-workers at all times

EDUCATIONAL AND OTHER REQUIREMENTS:

- 21 years of age, High School diploma or GED, or 23 years of age, two (2) years of work experience
- Valid SC Driver's License
- Successfully complete requires training as stated in SCDDSN standards
- Must complete 10 hours of training annually
- Good written and oral communication skills
- Willingness to work flexible hours
- **Additional Skills and Physical Abilities include:** climbing, balancing, kneeling, stooping, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motions, communication, writing, reading, driving including nights, counting, working double shifts as necessary, running, and smelling. **Physical requirements include:** very heavy work with assistance. Visual acuity must be accurate enough to write and read small print and record data accurately. The worker is subject to both indoor and outdoor environments and may be subject to noise and hazards including the possibilities of physical assault, property destruction, and infections. Also, the worker is subject to wear protective clothing to prevent infections.

WORK WEEK AND HOURS: Varied: Primarily 2 p.m. until 10 p.m. Monday through Friday. May work all shifts.