



PROGRAM MANAGER

Reports To: Program Director

Objective: This position exists to assure that quality and continuity of services exists in the primary areas of programmatic implementation, environmental safety and fiscal responsibility of a community based living site.

Position Standards:

1. Be at least 18 years of age
2. An acceptable Criminal Background Verification
3. Successful completion of Company Orientation; OJT Training, and other as required
4. Provide a positive role model for consumers, other employees, and team members
5. This is an at will position

Working Conditions/Environment: Hours are dependent upon consumer need and may vary from week to week in order to meet these changing needs. The position may require travel to numerous locations/operations and may involve the transportation of consumers. May be required to meet additional operation specific standards.

Position Responsibilities/Essential Position Functions:

* The performance of the following position responsibilities shall be dictated by Operation/Consumer need.

PROGRAMMATIC

1. Assist in the development and implementation of the consumer individual service plan
2. Be present at consumer staffing /meetings as requested
3. Make recommendations for enhancement of consumer lifestyle
4. Be an advocate for the consumer
5. Maintain consumer confidentiality
6. Assist with new operation set-up
7. Assure staff are implementing service plans as written

ENVIRONMENTAL

1. Assist or ensure the maintenance of the immediate living environment
2. Conduct monthly smoke detection checks and fire drill implementation
3. Maintain vehicle in clean and safe condition
4. Perform yard care and snow removal as required
5. Complete site and vehicle maintenance requests as needed
6. Perform other site duties as assigned

FISCAL

1. Maintain consumer and site fund documentation
2. Comply with operational budgets and purchasing guidelines
3. Complete monthly envelope for financial reporting

ADMINISTRATIVE/SUPERVISORY

1. Maintain current consumer files, policy manuals and additional supportive documentation
2. Maintain sufficient supplies at each operation
3. Attend operation staff meetings
4. Assure compliance with licensing regulations
5. Complete monthly operational envelopes
6. Submit payroll timekeeping by designated due dates
7. Respond immediately to consumer issues
8. Develop site scheduling as assigned

9. Develop and promote a team atmosphere

TRAINING/DEVELOPMENT/PERSONNEL

1. Complete all agency sponsored training by designated due dates
2. Provide OJT training to new employees
3. Make recommendations for site specific training

HEALTH/SAFETY/MAPC

1. Attend consumer medical appointments as requested
2. Provide medication administration assistance as dictated by consumer program plan
3. Complete all relevant medical documentation
4. Complete MAPC documentation as instructed
5. Complete/follow consumer daily menu
6. Assure the completion of all documentation

COMMUNICATION

1. Maintain regular contact with Program Director
2. Utilize Program Director as a program resource
3. Attend staff meetings as scheduled
4. Ensure all communication required for quality and continuity of consumer care and growth