

Assistant Care Manager

Jackson Campus

General Job Summary: The primary responsibility of the Assistant Care Manager is to provide program services to intervene with children & youths being served in the group home. The position's job responsibilities include leading direct treatment services through use of the agency's model of care, providing residential care services, and working with adolescents, families, volunteers, and community representatives in the home and community settings. The Assistant Care Manager reports directly to the Care Manager and acts as "primary point of contact" when the manager is not present.

Essential Functions:

- Implement direct treatment services according to an individualized service plan and consistent with the agency's model of care.
- Teach youth curriculum of skills, including social, self-help, independent living and academic skills.
- Develop, to the highest degree possible, a normalized family-style home environment providing counseling, concern, direction, assistance, and support for the youth in care.
- Work with Campus Life Coordinator to develop and participate in creative activities for youths and staff.
- Model appropriate moral, ethical and professional values for youths, colleagues, and the community-at-large.
- Regularly seek consultation from appropriate supervisory staff, provide detailed information regarding significant issues affecting youth in care, and accept and implement feedback.
- Establish and maintain positive and effective relationships with all program consumers including but not limited to, youths, parents/family, school personnel, neighbors, referral agencies, administrators, etc.
- Engage in daily documentation of youth behaviors and activities into the KaleidaCare System.
- Provide Support During Crisis Situations (campus wide as needed)
- Assists Care Manager with EQUIP Psycho-education Group (1 group per home/weekly)
- Assist Child Care Counselors with the facilitation of MSG and ILP groups
- Assist Care Manager with managing and auditing MAR; administer medication to youth per orders as needed
- Perform daily operational functions such as facility cleaning (interior & exterior) and maintenance, cooking, shopping, supply inventory, manage financial/budget tasks, and other rotating assignments.
- Actively monitor all aspects of the physical property.
- Maintain all property in clean, safe attractive manner.
- Comply with guidelines for property maintenance and management.
- Drive agency vehicles for purpose of transporting youths and operating all facets of the treatment program.
- Transport youth for routine home activities, court appointments, medical appointments, family visits, other required appointments, and emergency situations.
- Provide assistance and support to other program staff in their job responsibilities.
- Work a flexible work schedule each month providing consecutive 24-hour per day or other periods of coverage of the home as scheduled and on an as-needed or emergency basis.
- Provide primary and supplemental coverage, as scheduled by administrators, for homes other than those primarily assigned.
- Attend, and take advantage of, regularly scheduled in-service and specially scheduled training sessions.

- Maintain required certifications and re-certification for job by participating in available training.
- Submit disciplinary referrals of staff to Care Manager
- Assure that staff correctly enter Serious Incident Reports into Kaleidacare within the appropriate time frame.
- Ensure appropriate and consistent use of agency Coordinated Discipline System
- Follow all USDA guidelines for storage of food both before and after meals, preparation according to or following approved USDA menus, and complete documentation including Meal Roster (number of children offered) and Food Stored/Discarded (leftovers).
- Conduct evening sessions of annually required trainings as assigned
- Assist Care Manager in monitoring overtime.
- Provide on the job training (shadowing) for new Child Care Counselors
- Perform other related duties as assigned by the Care Manager.

Qualifications:

Knowledge & Experience

- Must be twenty-one (21) years of age
- Bachelor's Degree from accredited college/university in social work, psychology or other social services related field, and one year of experience working with this population
- Eligible for Community Support Specialist through DMH within 90 days
- Strong people skills.

Skills/Working Conditions:

- Must maintain valid Driver's License and an acceptable driving record
- Must be able to work 3 pm – 11 pm, M-F
- Must be able to work flexible schedule and shifts including overnights, weekends, holidays and extended periods of time.
- Must be able to float into front end or back end positions with adequate notice (2 weeks), and the morning position during summer, Christmas and other school breaks.
- Must successfully complete all phases of pre-service and on-going training, including but not limited to, physical restraint training, First Aid, CPR, Universal Precautions, and medication administration.
- Must be able to work in a fast paced, high pressure, high stress environment.
- Position may experience verbal and/or physical aggression from client population
- Possible exposure to infectious diseases.
- Primary work site is the group home
- Must be able to provide 24-hour accessibility, including weekends and holidays.

Physical Requirements:

- Must provide a negative drug screen result prior to employment.
- Must pass a pre-employment physical and TB test and on-going physical assessments as required
- Have the ability to perform physical demands associated with daily operational functions, property management, and client maintenance, cooking, shopping, supplies inventory, and other rotating assignments.
- Have the ability to demonstrate organizational, management, and leadership skills.
- Have the ability to generate multiple solutions to meet the changing needs of clients, staff, and communities

- Have the ability to communicate professionally, in both verbal and written formats, with consumers, including, but not limited to parents, supervisees, colleagues, and community service providers.
- Have the ability to provide on-going visual and physical proximity supervision of clients.
- Have the ability to drive a 12 passenger van to transport youth
- Have the ability to participate in recreational activities with clients, including, but not limited to arts, athletics, and outdoor activities.

I HAVE READ AND UNDERSTAND MY JOB DESCRIPTION

Employee Signature

Date