

**CCAR INDUSTRIES  
JOB DESCRIPTION**

**JOB TITLE:** House Manager

**DEPARTMENT:** Residential Services

**FLSA STATUS:** Non-Exempt

**GENERAL SUMMARY:**

This position is responsible for ensuring that consumers who reside in 24-hour sites are provided every opportunity to reach their maximum growth potential while maintaining current skills in this living arrangement, managing the daily operation of each house and supervising direct support persons.

**DUTIES & RESPONSIBILITIES:**

1. **Manage daily operations of the assigned houses by spending at least 75% of scheduled work hours per week in the houses. This includes varying hours (10am – 7pm, 11am – 8pm, 12pm – 9pm) and at least one weekend day per month.**
  - A. Monitor cleanliness and maintenance of houses.
    1. Conduct daily observation of house and provide feedback to DSP/CCWs.
    2. Complete quarterly environmental inspection checklists.
    3. Complete maintenance requests and follow-up to see that work is completed.
  - B. Monitor care and safety of consumers
    1. Have a working knowledge of DCFS and DHS/ODD standards and requirements.
    2. Monitor the completion of monthly fire and/or emergency drills.
    3. Communicate daily or as needed with each consumer's designated QMRP to ensure adequate and appropriate care.
    4. Conduct monthly consumer meetings covering required topics.
    5. Assist in direct service when there is a staff shortage.
  - C. Ensure an adequate amount of food and supplies at house when needed.
    1. Complete monthly menus providing 3 meals a day (breakfast, supper, dinner).
    2. Complete weekly grocery lists.
    3. Monitor the usage of cleaning supplies regularly.
    4. Complete supply lists as needed.
    5. Shop for needed supplies
  - D. Coordinate community activities
    1. Complete monthly activity calendars with staff and consumer input by the 18<sup>th</sup>

of each month.

2. Ensure the age appropriateness of each activity planned.

E. Monitor CCAR and consumer funds maintained at house

1. Complete requests for funds to complete the planned activities by the 25<sup>th</sup> of each month.
2. Pick up activity money from Business Office weekly and distribute to houses making sure appropriate documentation and change is returned.
3. Complete weekly consumer spending money requests by Thursday of each week.
4. Pick up spending money from Business Office weekly and distribute to houses making sure appropriate documentation is returned.
5. Manage household budget for activities, supplies and groceries.

F. Supervise direct support staff

1. Assist in the selection and training of new DSP/CCWs by giving tours and providing in-house training.
2. Assist the Director of Residential Services in completing performance evaluations.
3. Assist the Director of Residential Services in conducting disciplinary conferences.
4. Conduct monthly staff meetings, covering required topics.

G. Ensure programming is implemented in house

1. Collect and distribute monthly programming books by the 1<sup>st</sup> of the month, leaving the book with blank data collection sheets at the house and turning the book with the completed data collection sheets in to the QMRP.
2. Monitor the implementation of programming activities, including behavior management plans, providing training to DSP/CCWs as necessary.
3. Participate in annual ISP meetings and CST meetings as scheduled.

H. Complete documentation and records associated with funding/compliance

1. Complete monthly attendance (1077) forms and submit by the 1<sup>st</sup> of the following month.

**2. Participate in on-call rotation**

- A. Carry primary on-call cell phone on assigned days (which may include holidays, weekends, and days that CCAR is closed), staying within the Charleston/Mattoon area.

B. Respond to after-hours calls

1. Respond to calls and document all calls.
2. Assist in direct service when there is a staff shortage.
3. Assist with medical and other emergencies as needed.

- A. Document on-call activity
  - 1. Document each call after situation is resolved in the on-call log.
  - 2. Summarize the on-call shift on the "On-Call Log" after each shift. Form is turned into Residential Office Manager by 9:00 a.m. morning after on-call shift.

**3. Personal skill development**

- A. Maintain certification in First Aid, CPR and CPI.
- B. Participate in training sessions and in-services as required.
- C. Upgrade job skills as required through changing regulations, populations served, or other variables affecting the nature of the position.

**4. Requires knowledge of Microsoft Outlook and Word, and some familiarity with Microsoft Excel.**

**5. Perform other duties as required or assigned.**

**WORK BEHAVIOR RESPONSIBILITIES:**

- 1. Present a positive image of CCAR Industries at all times.
- 2. Demonstrates teamwork philosophy by working cooperatively with others within and outside of the department.
- 3. Communicates in a clear and concise manner, while also demonstrating receptivity through active listening.
- 4. Continuously seeks opportunities for improvement and suggests ways in which procedures/systems may be modified to accomplish tasks/goals efficiently and effectively.
- 5. Identifies and performs work which has not been specifically assigned, as needed.
- 6. Keep a current Illinois Driver's License and have the ability to safely operate agency vehicles.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

- 1. Ability to operate a vehicle for business destinations and must have a valid driver's license.
- 2. Ability to sit for extended periods of time.
- 3. Ability to pick up objects with fingers, regularly.
- 4. Ability to use hands and arms to reach for objects.
- 5. Vision at 20 feet or more, with or without corrective lenses.
- 6. Ability to have color determination.
- 7. Ability to distinguish odors.
- 8. Ability to communicate ideas by the spoken word.
- 9. Ability to comprehend the language or the nature of sounds in the air.
- 10. Ability to bend forward by bending at the waist, legs or spine.
- 11. Ability to carry objects with hands or on shoulders when necessary.
- 12. Capable of exerting force by pushing or pulling when necessary.
- 13. Capable of standing on feet for continuous periods of time.
- 14. Capable of walking considerable distances when necessary.

15. Capable of raising or lowering objects from one level to another.

**ESSENTIAL MENTAL REQUIREMENTS:**

1. Ability to learn and comprehend basic instructions to the job.
2. Ability to coordinate eyes, hands, and fingers rapidly and accurately.
3. Ability to coordinate eyes, hands, and feet in response to visual stimuli.
4. Ability to understand the meanings of words and respond effectively.
5. Ability to perform basic arithmetic accurately and quickly.

**WORKPLACE ENVIRONMENTAL CONDITIONS:**

Works in an office-based setting with a minimum of 75% of their scheduled time per week being spent at each of their 24-hr. residential sites. The employee may be exposed to workplace hazards more frequently than normal. Employee may be exposed to dusts, fumes, vapors, or mists that could affect the occupational health of the employee. Employee could be exposed to the hazards and potential injuries of the road.

**IMMEDIATE SUPERVISOR:** Director of Residential Services

**SUBORDINATES:** Direct Support Persons and Child Care Workers

**QUALIFICATIONS:**

High School Diploma, background knowledge concerning social service agencies; experience in dealing with developmentally disabled individuals, preferably in community settings; meet all child care worker requirements.

Receive a clearance on the Illinois Health Care Workers Background Check and the CANTS Criminal Background Check.

**EMPLOYEE ACKNOWLEDGEMENT:**

I have read and/or received a copy of my job description and understand the principle duties and responsibilities, physical requirements and working conditions of the job.

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Employee Signature

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Date