

Assistant House Manager (AHM)

Chileda's mission is to improve the quality of life for individuals with cognitive and behavior challenges. Chiledda's goal is to help students increase their appropriate social behaviors and develop independent living skills, through an enriched learning environment and individualized behavior programming. Chiledda's population includes children and young adults with special needs including Autism, Attachment Challenges, related developmental delays, and intensive behavioral needs.

CLASSIFICATION: NON-EXEMPT

WORKERS SUPERVISED:
DIRECT SUPPORT
PROFESSIONALS

VALUES:

SAFETY
COMPASSION
LEARNING
COLLABORATION
RESPECT

SUMMARY: Chiledda's campus consists of four homes where students live and learn to become more independent in all facets of life. House Managers manage and supervise their assigned house to ensure meaningful and viable programming is being implemented which includes recreational activities, skill development on treatment and IEP plans, including proper implementation of all communication, behavioral and domestic training. Assistant House Managers assist the House Manager in all areas of managing their assigned home.

REQUIRED EDUCATION & EXPERIENCE:

- Prefer a Bachelor degree in a human services field or at least one year of supervisory experience working with people with developmental disabilities in licensed care.
- Must possess a high school diploma or equivalent

- Must be at least 18 years old
- Must demonstrate behavioral skills and judgment conducive to role modeling appropriate skills for students.
- Experience working with individuals with developmental disabilities is preferred.
- Ability to lead a diverse group of employees, give feedback and guidance and make decisions.
- Ability to take on responsibilities and assist in problem solving for staff and students supervised.
- Must possess intermediate computer skills to learn and operate software programs.
- Must demonstrate knowledge of and ability to train and implement Positive Behavior Support Plans, Individual Education Plan (IEP) and Treatment Plan goals.
- Must demonstrate knowledge of and ability to train and implement PECS, TEACCH, social stories, positive behavior supports, trauma informed approaches, and all other intervention strategies used to support student outcomes.
- Ability to take on responsibilities and assist in problem solving for staff and students supervised.

GENERAL HOURS OF DUTY: Full Time, Monday through Friday, every other weekend and rotating holidays, and overtime as approved. 1st shift hours are between 7:30am-3:30pm. 2nd shift hours are between 2:30pm- 10:30pm. Shift days, lengths, and times may vary. In the case of time off, Assistant House Managers will coordinate with House Managers, and the Shift Managers to ensure proper coverage of their shifts.

REPORTS TO: House Manager

Assistant House Manager (AHM)

JOB DUTIES:

- Complete job duties of DSP's when assigned to work with students (See DSP Job Description).
- In the absence of the House Manager assign staff to students on student assignment schedule and post at least 15 minutes prior to the start of assigned shift.
- Complete the weekly order form by deadline and complete purchase order requests for other house items.
- Complete weekly rec inventory and ensure that needed supplies for recreational programming and leisure activities are available for students and staff during house programming times.
- Complete monthly clothing inventories by the assigned deadline (15th of each month).
- Complete assigned duties to prepare for a new student arrival.
- In the absence of the House Manager ensure that every DSP within your area has received their 15 minute breaks (and 30 minute breaks).
- Prepare for the start of the shift by setting up afternoon meetings and student's individual schedules.
- Work with House Manager to assign walkie-talkies to appropriate staff members and follow up with staff members regarding any broken or missing walkie-talkies they were assigned.
- At the end of each shift check DSP's data collection by reviewing student binder's to ensure data is accurately completed prior to the DSP leaving for the shift.
- Ensure all students are engaged in scheduled programming for assigned shift.
- Train and ensure all DSP's are using and following student's individual schedules.
- Train new DSP's on Chileda's policies and procedures as outlined in the training manual.
- Train DSP's on individual Positive Behavior Support Plan (PBSP) for students in assigned house.
- Maintain up to date status as a trainer for all students in assigned house by completing PBSP training prior to a new or revised PBSP being implemented.
- Provide positive feedback to supervised employees on a daily basis.
- Provide corrective feedback as soon as possible to employees when performance concerns are identified.
- Notify Shift and House Managers of serious performance concerns and complete follow up as soon as possible following the Performance Action Counseling procedure.
- Document ongoing performance concerns using Chileda's Performance Counseling Action and Coaching Forms.
- Collaborate with House Manager to implement retraining for DSP's as needed.
- Positively promote and implement changes introduced by residential team and core team.
- Collaborate with House Manager to plan and co-lead monthly house meetings.
- Attend assigned meetings as directed by House Manager.
- Write, and deliver by the deadline all traineeship, six month, and annual performance reviews as directed by House Manager.
- Provide feedback regarding student's PBSP's to members of the Behavior and Education teams.
- Read and respond to emails at least once per shift.
- Attend and participate in Core Team by actively providing feedback and following appropriate channels for program and procedural changes. Ensure information is communicated from Core Team meeting to all house staff as assigned.
- Complete all assigned trainings within the designated time frame and complete at least 24 hours of training annually.
- All other duties as assigned.
- Complete assigned tasks for the Green Log Book.

Assistant House Manager (AHM)

- Check to ensure DSP's are on time and in their assigned house and report absenteeism to Shift Manager.
- Complete daily chore checks, ensuring that chores have been completed accurately.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the Job Duties of this position. While performing the duties of this job, there is frequent physical interaction with students in fulfilling self-care, behavioral interventions, and educational and recreational programs. Position involves implementing all aspects of Nonviolent Physical Crisis Intervention (CPI) including blocking, grab releases, physical transport, and physical restraint. Must be able to talk and hear to communicate with and exchange information with co-workers. Employee must be able to perform all essential functions without direct risk of harm to others or themselves. Please see Essential Functions document for specific position physical demands.

WORK ENVIRONMENT: Non-school days and 1st shift weekends, work will be performed primarily in the residential homes. Second and third shifts, work will be performed primarily in residential homes, with some transitioning to the education building for on campus activities. Time may be spent outdoors with students in the courtyard. DSPs are required to ride in Chileda vans and public to public outings in the community like stores, libraries, sporting events, and swimming pools.

DISCLAIMER: The statements of this Job Description are intended to describe the general nature of the work being performed and are not assumed to be a complete list of tasks. This Job Description does not establish a contract and are subject to change at Chileda's discretion at any time. Employment at Chileda is at-will. Employment at-will means that Chileda may terminate or change the status or your employment at any time, with or without reason, and with or without notice.

RECEIVED BY:

Employee Signature

Date

Employee Name (Please Print)

Supervisor Signature

Date

Supervisor Name (Please Print)