

Home Manager Opportunity

Are you ready to make the career jump from a Direct Support Professional (DSP) to a Home Manager in a strategic shift that leverages your expertise in personalized care and support into comprehensive household management?

This fulltime opportunity is supporting a home in Oak Ridge Tn and Wartburg, Tn.

Avg. Pay: \$19.50 per hour

Serve as a leader to EVC's Direct Support Professionals and lead by example, developing an effective team within the home.

Ensure adequate staffing, at all times, following the staffing plans to include coverage for meetings, staff requested PTO, and trainings.

Completes a minimum of three unannounced visits at assigned residential location, one on each shift, including weekends and holidays. Adheres to and implements EVC's Supervision Plan. May be required to complete community participation site visits according to site requirements. Complete mandatory house meetings quarterly. Administrative time is permitted each month for meetings, site visits, paperwork, etc.

Assists in maintaining and monitoring person supported finances and residential budgets to include grocery, supply, and hygiene shopping as well as monthly spending etc. following the financial policy to include reconciliation of monies promptly to include uploading of receipts on the same day of purchase.

Familiar with each person supported utilizing information from the Person Centered Support Plan (PCSP) as well as the person's own vision for a meaningful life.

Ensuring all homes housekeeping is of utmost importance and all staff is adhering to company standards and expectations.

Accurately completes documentation for the person as it relates to activities and supports identified in the PCSP and all person supported documentation via electronic system. Maintains detailed notes which are completed daily after each shift, monitoring records, outcome summaries, spending receipt uploads, vehicle mileage, completes appropriate documentation for Medication Administration using the electronic Medication Administration Record (eMAR) within guidelines of EVC's Medication Administration Policy.

Reviews electronic documentation at least every other day to ensure completion and thoroughness. Follow up with employees (assigned and/or sub) and counsel as necessary.

Accompanies person supported to and from medical appointments and activities according to their needs.

Becomes a designated trainer for all therapy plans (OT, PT, SLP and Nutrition) and Behavior Support Plans as defined in the Information and Training Specific to the Person (ITSP), PCSP or Competency Based Trainings. Completes all training for new and/or sub staff before they work alone.

Supervises, evaluates, and trains all DSP. Ensures all training is completed specific to each person supported. Completes the staff annual performance evaluations and offers support and coaching to staff.

Consider a variety of enabling technology in a person supported' s life, thinking creatively about technology persons may already have available. (smartphone, tablet) Envisioning enabling technology to be autonomous in day-to-day activities to develop a person's ability to be independent in their daily lives. (home, community, and employment)

Ensuring housekeeping is of utmost importance and all staff is adhering to company standards and expectations.

Identify person supported needs and interests in technology, community, goals and objectives including employment and volunteer opportunities, memberships, and hobbies.

Maintain adequate supplies in assigned area to ensure the needs of the person supported and the safety of all people at the work site. Practices and ensures use of universal precautions by understanding and utilizing personal protection and safety equipment.

Ensures confidentiality regarding sensitive material including employees and people supported and ensure the rights and privacy of all people at the work site. Ensure privacy for people supported and individual's right to privacy and protected health information, following Health Insurance Portability and Accountability Act (HIPAA).

Maintain regular attendance in accordance with personnel manual and continuity for those people supported.

On call 24 hours a day, including weekends and holidays, in cooperation with other management staff.

Responsible for residences in Oak Ridge and Wartburg.

Able to de-escalate circumstances that arise and take control at a moments notice

Other duties as assigned by Director, Assistant Director, Senior Vice President of Operations and President.

KNOWLEDGE AND SKILLS

Ability to read and write English.

Ability to problem solve

Ability to exercise good judgment and remain calm during a crisis.

Knowledge and understanding of company and DIDD/MCO operation policies.

Ability to interact with a wide range of people and deal honestly and tactfully with the public.

Ability to encourage positive acceptance and education relative to persons with disabilities.

Basic computer skills.

High tolerance for working under pressure and handling critical situations.

Ability to lift 50 pounds (weight of average manual wheelchair when chair is empty).

EDUCATIONAL AND WORK EXPERIENCE

Must be at least 18 years of age.

High school diploma (or equivalent) with 1-year experience in field or related field.

Supervisory experience preferred.

REQUIRED LICENSES AND/OR CERTIFICATES

First Aid, CPR, Medication Administration for Unlicensed Personnel, DIDD designated online training, Managed Care Organization (MCO) designated online training and any other required training.

Person Centered Thinking Training.

Supervisory Training.

Crisis Management Training.

Emory Valley Center Orientation.

Valid TN driver's license with acceptable driving record

WORKING CONDITIONS

Frequent lifting, stretching and other physical exertion during positioning of people supported or equipment.

May work with people who exhibit aggressive or violent conduct.

Able to take control of situations that need to de-escalate further triggers

While performing the duties of the job, employee travels by automobile, may utilize own vehicle, and is exposed to changing weather conditions.

May occasionally assist with wheelchair transfer of non-ambulatory people.

May be exposed to various medical conditions, communicable diseases, and pest infestations.

Work will take place in the community and in the homes.

Flexible schedule as determined by supervisor and Company needs with occasional overtime.

EVC provides supports 24/7, including holidays, in which staff, is required to work if this is their regular scheduled shifts.

To Apply for this Opportunity;

<https://www.emoryvalleycenter.org/careers/>