

**DEPARTMENT: Residential Services** **DATE: 05/23**

**JOB TITLE: Residence Manager/OMH** **BAND: 4**

 **STATUS: Non-Exempt**

**QUALIFICATIONS**

**Education/Experience**

* Bachelor's degree in human services, preferably in psychology/sociology with a minimum of 1 year experience working with the mental health population preferred.

 OR

* Associate degree in a human services field with a minimum of 5 year's experience working with the mental health population.

**Experience**

* Experience in program and staff planning and development, and a demonstrated ability to supervise others.

**Skills**

* Demonstrates ability to establish and maintain in a professional manner relationships with clientele and personnel within and outside the Agency, and to work closely with direct care staff.
* Ability to communicate orally and in written form in an organized and concise manner.
* Valid New York State Driver’s License with 4 points or less.
* Must demonstrate those general skills and personality traits deemed

necessary to successfully meet the demands of the position.

**RESPONSIBLE TO**

Program Manager

**MAJOR FUNCTIONS**

**Administration**

* Required to follow all Agency policies and procedures, using the Policy and Procedures manual as a reference.
* Required to understand and abide by those laws, regulations, policies and procedures that are applicable to the program/service which you are providing.
* Required to report any known or suspected violation of laws, regulations, policies and procedures related to program/services of the agency.
* Required to maintain accurate maintain accurate statistical records, and file on program participants and activities, including but not limited to individual client records, billing records, medication records, daily log, expense sheets, purchase orders, petty cash, client funds, mileage records, and menus.
* Required to ensure that all employees are aware of and abide by those laws, regulations, policies and procedures that are applicable to the program/service, which you are providing.
* Receive reports of known or suspected violations and report them to the compliance officer.
* Taking no retaliatory action against employee reporting, a known or suspected violation.
* Develop program plans and monitor their implementation commensurate with the attainment of program goals.
* Maintain accurate statistical records and files on program participants and activities, including monthly assessments and DSS Summaries, LS2c forms.
* Maintain time sheets and other fiscal records as required by the Accounting Department.
* Provide the necessary written and/or oral reports on a regular basis to the Department Director.
* Be responsible, indirectly, or directly, for ordering, purchasing and/or maintaining program equipment and supplies and inventory.
* Monitor purchase orders and weekly expenditures of programs, suggesting cost-reducing measures wherever appropriate.
* Monitor and resolve complaints and grievances from staff.
* Participate in and oversee staff in the training and supervision of residents toward the acquisition of independent living skills. Respond to program and work-related questions.

**Supervisory**

* Recruit, orient, supervise, provide ongoing training, evaluate, and direct staff.
* Supervise the efforts of relief staff and interns.
* Coordinate and participate in essential staff training with respect to relief staff.
* Relate to Program Director with recommendations for program and staff development.
* Maintain staff schedules.

**Client/Program Related**

* Plan and perform all programmatic and client related duties and activities required for the efficient management and operation of the Community Residence Program and assume overall program responsibility for the residence.
* Be available on a twenty-four (24) hour basis for residential and staff and provide crisis counseling as necessary.
* Act as overall team leader for house staff.
* Be responsible for overall coordination of services for each resident with providers and family members as necessary.
* Attend treatment team and other necessary meetings in the community.

 **Catholic Charities Agency and Community Related**

* Attending all internal staff meetings and program related meetings, as necessary.
* Participate in in-service training sessions, workshops, conferences and/or continuing education programs within Catholic Charites or the larger community, as necessary.
* Participate in other duties, programs and activities within the Department as directed.

This job description is not intended to be all-inclusive, and employees will perform other job-related duties as assigned by immediate supervisor or other management staff as required. Catholic Charities of Oneida Madison County reserves the right to revise and change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.