

Job Title: House Manager
Department: 30 th Ave AFC
Posted: May 5 th , 2017
Wage: \$13.97-\$14.54 DOE



Helping people live
their greatest lives

Are you looking for an opportunity to make a difference in the lives of people who have disabilities? Are you interested in social justice and advocating for personal and civil rights alongside people whose voices have historically been ignored? Are you a creative and passionate person looking to work for a dynamic organization with practices that are leading change in our industry? If you said YES to any of these, you may be just the person we are looking for to step into this role! Full benefits package including 120 hours of paid time off in first year (increases annually) and 7 paid holidays.

Essential Responsibilities:

- Supervise the day to day operations of an Adult Foster Care home
- Assist residents with cleaning, laundry, hygiene, meal prep, and grocery shopping
- Manage the department's finances and operate within the developed budget
- Coordinate medical, dental, and psychiatric care for residents. This may include providing or scheduling transportation
- Provide social and living skills training to residents by following developed goals. This includes communicating regularly with other service providers
- Manage and supervise staff, including hiring, training, and scheduling as well as conducting performance evaluations and providing direct feedback and constructive criticism to staff
- Facilitate monthly staff meetings
- Provide crisis management and de-escalation as needed in the home
- Write treatment plans, abuse prevention plans, and update AFC files
- Follow AFC regulations as outlined in 245D
- Complete daily case notes for each resident
- Promote recovery as the ultimate goal
- Participate in the on call rotation every 4-6 weeks

Credentials/Qualifications:

- Support Community Involvement Program's mission: As listeners, learners, and leaders, we will stand with and support people with disabilities in their communities as they pursue their personal dreams and goals.
- BA/ BS in Behavioral Science or related field and 2000 hours supervised experience delivering services to persons with mental illness; or Master's degree in Behavioral Science or related field; or 6000 hours supervised experience delivering services to persons with mental illness
- Pass Department of Human Services background check
- Demonstrate good written and oral communication skills as well as time management skills
- Ability to work independently
- Have a valid driver's license, reliable transportation, and clean driving record
- Must pass a Department of Human Services background study.

Work Environment:

The employee in this position typically works the majority of the time in an Adult Foster Care setting. Candidates will be expected to work generally Monday – Friday, daytime hours, with some flexibility based on program needs. The person in this position will work 35-40 hours per week.

How to Apply:

Send resume and cover letter to Leslie Doodoo, ldoodoo@cipmn.org or fax to 612-392-6657 Attn: Leslie