



Job Description

JOB TITLE: Facility Manager
Exempt: No
Department: Residential
Reports to: Facility Administrator or Program Specialist (PS) acting as Facility Administrator

SUMMARY: The FM I and/or FM II, provides a lead role in overseeing the documentation and administrative reporting duties relative to the facility records in conjunction with all New Haven and Community Care Licensing policies and procedures. Additionally, the FMI is aware of and adheres to representing core program practices and standards, supporting behavioral objectives and assisting in the direction of the team to ensure a safe, positive and effective environment that is proactive in understanding and responding to the needs and crises of our youth.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Maintains** and participates in assuring, under the direction of the PS, a safe and therapeutic and counseling/teaching environment (i.e. life skill) by: supervising youth, using positive discipline and appropriate professional boundaries, associated behavior modification and crisis intervention techniques effectively.
- Assists in **ensuring that all program schedules are implemented** in accordance with program standards, oversees, under the direction of the PS, that all components of the Milieu Treatment Program, including individualized treatment plans, are implemented and monitored in accordance with program standards.
- **Observes and promptly responds to behavioral issues, adheres to safety standards and encourages appropriate living habits. Listens and problem solves** to provide a safe, secure, and positive environment for each resident.
- **Maintain and update:** House supplies, office equipment, petty cash, end-of-month reports, logs, and reports according to licensing, organization and crisis intervention techniques/standards (i.e. Pro-Act and LSCI) insuring that house procedures and property (including the van) are maintained and documented in accordance with New Haven organizational standards, agency practices, and Continuous Quality Improvement protocols.
- Provides support to PS to assure that house meets licensing standards and HIPAA requirements, conducting and reporting regular house audits.
- Participates as a member of the team in facility house meetings and attends all required staff meetings and agency required trainings, demonstrating mastery of training materials and/or associated skills and keeping all required certifications current.

Non-Essential Functions:

- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, demonstrating competency and understanding of Pro-ACT, LSCI crisis intervention and emergency procedures. Must also demonstrate a competency and understanding of the principles and practices associated with being a Turn-Around Teacher/Counselor. Must demonstrate organization skills, have good written, verbal, and computer aptitude and demonstrate strong knowledge of basic math. Must be able to interact well and provide limited direction to others, understand, communicate and follow rules and directions from supervisor. Must be able to accept constructive criticism and to contribute professionally in an environment free of harassment and without unlawful discrimination. Must be able to work under stress and work without causing danger or disruption to others. Must be able to maintain satisfactory attendance and be punctual.

EDUCATION AND/OR EXPERIENCE:

Requires 15 college semester units in a behavioral science (9 of which must be related to children with behavioral problems) or more and/or a minimum of one year of full time experience working, or its equivalent, with ED youth and completion of FM training.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Employee must sign-up and attend the following training within the first thirty days of employment.

1. ProAct (Professional Assault Response Training)
2. Basic First Aid
3. CPR

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit.

The employee, in conjunction with their team (partner or up to 3 additional employees) must have 100% height and weight advantage over any resident in which they may potentially need to restrain. They occasionally may move more than 100 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

While performing the duties of this position, the employee may travel by company vehicle and is exposed to changing weather conditions.

OSHA CATEGORY: This position performs tasks that involve exposure to blood, body fluids, or tissues, and employment may require performing unplanned procedures. All New Haven employees are required to be tested for TB and provide evidence of clear status before beginning to work.

Comments:

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.