



## **Job Description**

### **Home Manager – Shelter Care**

**General Objective:** The Home Manager provides direct support to the Program Director related to managing the facility, program budget and expenses, and ensuring a safe and well-managed home for youth in care. The Home Manager also provides program support and directed which may vary depending on program needs. The House Manager is directly responsible to the Program Director, but also receives additional oversight on financial matters from Youth Homes' Chief Financial Officer.

### **Responsibilities:**

#### **Manage Home and Home budget:**

- Manage house account in “the black” each month.
- Purchase food and household supplies.
- Account for expenditures within "house accounts" and maintain financial records of the home:
  - Submitted to fiscal staff.
  - Submit reimbursements in a timely manner
  - Get receipts for all expenditures
  - Review home expenditure reports
  - Assist with development of program budget.

#### **Provide and/or coordinate Targeted Case Management to include:**

- Comprehensive assessment and periodic reassessment to determine the need for any medical, educational, social, or other services.
- Development and periodic revision of Care Plans.
- Coordinating referrals and related activities as determined in Care Plans.
- Monitoring and follow-up activities to ensure care plan is effectively implemented and meeting youth and family's needs.

#### **Coordinate meal program:**

- Create and record weekly menus throughout the year, in accordance with USDA regulations and proper nutrition.
- Coordinate food purchasing.
- Maintain USDA records for menus and food provision.

#### **Oversee condition of facility and equipment:**

- Insure the facility and grounds are clean and in good condition.
- Do facility equipment bidding and purchasing.
- Coordinate repair work of facility, grounds and vehicle.
- Notify Program Manager/Director of any need for contracted maintenance work.
- Maintain an inventory of equipment, furnishing, etc.
- Develop annual capital needs list to be submitted to Program Manager/Director.

- Coordinate IT support to the home, residence and staff.
- Maintain recycling.

**Provide administrative assistance to Program Manager/Director:**

- Assist with licensing and contract compliance within the home and program.
- Responsible for the ethical application of best practices in the field of emergency care and treatment of children and youth.
- Organize case files and program information
- Do other tasks as assigned by Program Manager/Director.

**Provide functions as Youth Counselor as directed:**

- Provide transportation for the residents.
- Meet basic tasks of supervision, uphold program structure, communicate effectively with residents and co-workers, provide guidance and discipline to youth, etc.
- Supervise youth:
  - During emergencies during “regular days.”
  - In the absence of primary Youth Counselor staff.
  - During school hours when child is home.
  - During school breaks and vacations.

**Coordinate day plans:**

- Maintain school contact and relay attendance and behavioral information to line staff.
- Get progress reports, track daily (weekly) (monthly) performance.
- Coordinate residents' employment attendance.
- Develop volunteer slots for additional constructive day placements.
- Develop day program plans.

**Minimum Knowledge, Skills and Abilities Required:**

- To work as part of program team in the home and within the larger corporation.
- Coordinate with other peer home managers.
- To operate within the philosophical and administrative guidelines of the Youth Homes corporation.
- To understand and follow all applicable corporate policy, licensing requirements, contract requirements, State and Federal Laws and generally accepted professional practice.
- To operate in the best interests of the children in care.
- To give others respect, regardless of opinion, and consideration in dealings with them.
- To use the best possible judgment and the most available information and input in making program decisions.
- To be committed to a team approach to operations.
- Promotes ethnic and cultural sensitivity in all facets of the programs.

**Education, and Licensing Requirements:**

- Direct experience in budgeting and or home management preferred.
- Solid moral character.
- A bachelor’s degree and/or relevant experience.
- Some experience working with at-risk youth.
- A valid Montana Driver’s License.

**Working Conditions:**

- Generally works Monday through Friday 6:30 am to 2:30 pm in the residential setting.
- This position does not directly supervise other staff.
- Ability to lift 50 lbs as needed.
- Ability to climb stairs as needed.

**Employee Classification, Compensation and Benefits:**

- This position is a Full-time, Professional, Exempt position.
- Compensation is based on range establish in the Youth Homes Salary Schedule and will be negotiated based on qualifications and experience.
- Youth Homes provides a generous benefit package inclusive of:
  - Annual Leave, Exceptional Leave, Educational Leave
  - Health, Dental, Vision, Long-term Disability and Life insurance.
  - Health Savings Account and 401(k) options with agency match.

Employee Signature: