



Job Title: Home Manager

Program:

Reports to: Program Director

Effective Date:

Job Summary: 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.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

Manage Home and Home budget:

- Manage house account in “the black” each month.
- 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

Coordinate meal program:

- Create weekly menus throughout the year, in accordance with USDA regulations and proper nutrition.
- Maintain USDA records for menus and food provision.
- Purchase food and household supplies.
- Prepare or pre-prepare meals in support of line staff.

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

Provide administrative assistance to Program Director:

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

Provide youth care as necessary under “Youth Counselor” description:

- Assists in providing transportation for the residents.
- Meet basic tasks of supervision, consistent team applications to program, communicate effective with residents, provide life teaching, do discipline, etc.
- Supervise youth:
 - During emergencies during “regular days.”
 - In the absence of primary Youth Counselor staff.
 - During school hours when youth 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.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- To give others respect, regardless of opinion, and consideration in dealings with them.
- Ability to function well in a high-paced and at times stressful environment.

Education and Experience:

- High School Diploma or equivalent
- Valid Driver’s License
- Solid moral character

Physical Requirements:

- Ability to lift 50 lbs. as needed.
- Ability to climb stairs as needed.

Employee Classification, Compensation and Benefits:

- This position is a Full-time, Exempt position.
- Compensation is based on range established in the Youth Homes’ Salary Schedule.
- Youth Homes provides a generous benefit package inclusive of employer funded:
 - Annual Leave, Exceptional Leave, Educational Leave.
 - Long-term Disability and Life insurance.
- Employer contributions to:
 - Health Insurance.
 - Health Savings Account
 - 401(k)
- Available access for employee funded:
 - Dependent care flex account.
 - Dental insurance coverage.
 - Vision insurance coverage

Employee Signature:

Date: