

LINN COUNTY CLASSIFICATION

TITLE: GROUP HOME MANAGER

NUMBER: 765

PAY RANGE: 12

CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER

NUMBER: 2000-453

DATE: November 22, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Manage Group Home facilities for residents with mental illness in accordance with relevant Oregon Administrative Rules, Oregon Revised Statutes and policies and procedures of the Department of Health Services.

SUPERVISION RECEIVED: Works under the supervision of the Program Manager or the Manager's designee. Work is reviewed and evaluated for effectiveness and adherence to established policies and objectives.

SUPERVISION EXERCISED: Formal program management of the day-to-day operation of the group home is the primary responsibility of a position in this classification. Assign responsibilities, provide direction, advise and consult on problems and interpretations of laws and regulations; participate in the selection of new personnel and assign duties, provide training, schedule leaves of absence, resolve grievances, evaluate performance and recommend personnel transactions. General supervision of Direct Care Staff and other non-degree staff assigned to work at the group home is also required.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Attend all admission and discharge staffing of residents.
2. Attend staff meetings and workshops provided that would enhance the expertise in working with the population.
3. Develop and implement an administrative plan to assure clear defined workloads, adequate supervision and harmonious working relationships.
4. Maintain safe storage of records pertaining to residents and staff.
5. Provide for fire safety equipment appropriate to the number and level of residents served and meet all requirements of the fire and safety codes.
6. Plan, coordinate and implement the delivery and documentation of training and care programs for the residents.
7. Does work related to the maintenance and functioning of the facility.
8. Does Outreach/Community Relations work with the neighborhood.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.

10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

11. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Demonstrate an understanding of and the ability to implement the Administrative Rules governing group homes. Has the ability to quickly develop and apply specialized knowledge and skill as may be necessary to perform duties effectively. Has understanding of mental illness and tolerance of unusual resident behaviors. Knowledge of crisis intervention techniques. Knowledge of the function and procedures of other health, social services and education agencies. Ability to write clear and concise reports and resident summaries. Ability to supervise direct care staff and plan the day-to-day operation of the facility including the coordination of services with other agency staff. Ability to assess the functioning level of referrals and interpret pertinent laws, Administrative Rules and regulations. Able to quickly develop and apply specialized knowledge and skills as may be necessary to perform assigned duties effectively.

Ability to use word processing as required by the position.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a four-year college or university with major coursework in psychology, social work, counselling or closely M-ED related behavior science field, or four years of progressive experience in a mental health residential program involving general client care and training or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment is required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, client homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit stand and walk, bend and stoop, use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.