



## The Arc Gateway, Inc. Job Description

**Job Title:** Group Home Manager  
**Department:** Group Home  
**Reports To:** Residential & Community Services Director

### SUMMARY

Provide supervision for overall operation of a family home environment for people who are developmentally disabled. Work closely with residents and staff to ensure delivery of quality services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Ensure residents experience a quality of life they find suitable including choice in personal goals, daily routine, personal possessions, attentiveness, personal appearance and development of house rules.
- Develop and carry out Implementation Plans that assist in achievement of individual goals/outcomes as defined in Individual Support Plan.
- Ensure each resident's medical needs are addressed including annual dental and physical examinations.
- Serve as liaison and maintain communications with residents' families, professionals and the community.
- Supervise, train and develop teamwork of group home staff, coordinating work assignments for efficient operation of home and residents' well-being.
- Fill in as needed if a staff member calls out sick and no one else is available to work the shift.
- Take clients to appointments, events, and on errands as needed.
- Ensure that the LTRC, Residential Habilitation and agency standards and policies are met.
- Assure fiscal solvency of group home operation and individual's personal finances.
- Maintain accurate and legible records, in a timely manner.
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES** Directly supervises employees in the Group Home. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** Associate's degree (A. A.) or equivalent from an accredited college, major in nursing, education or a social, behavioral or rehabilitative science + **2 years experience**. Experience in one of the previously mentioned fields shall substitute on a year-for-year basis for the required education.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.



## The Arc Gateway, Inc.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS** CPR, First Aid, Core Competencies, Zero Tolerance, HIV, and HIPAA certifications will be required. Medication Administration training and validation are also required. Must be able to pass FDLE fingerprint check, Dept. of Children and Families abuse registry check, local law enforcement check, Affidavit of Good Moral Character, and a drug screen. Must have valid driver's license with good driving record and proof of vehicle insurance and registration with a satisfactory Motor Vehicle Report.

**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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, reach with hands and arms, and taste or smell. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, explosives, risk of radiation, and vibration. The noise level in the work environment is usually moderate. Home may also include pets.

**Working Hours:** 40 hours per week, flexible to include days, nights weekends as needed. Must be readily available to employees in emergency situations at any time.

**Salary:** \$27,040 bi-weekly - \$29,120 Annualized (\$13-\$14/hour)  
**Status:** Exempt

The Arc Gateway, Inc. is an Equal Opportunity Employer