

# Job Description: Home Manager



## **Job Duties:**

### **1. Core Responsibilities**

#### **Mentor & Coach**

- a. Provide ongoing mentoring, coaching and training to all Lead and Office staff.
- b. Complete debriefing if Crisis-Prevention Institute's (CPI) non-violent crisis intervention was used during behavioral incident
- c. Coach staff on appropriate ways to write Incident Reports (IR) if needed
- d. Coordinate weekly Lead meetings and monthly Staff meetings.
- e. Complete annual performance appraisals for every staff member
- a. Meeting of the Minds and Lead weekly meetings and monthly staff meetings
- b. Attend meetings regarding residents
- c. Plan & Conduct Home New Orientation for all new staff prior to first day on floor
- d. Register/Inform staff of their Recipient Rights Annual Refresher

#### **Monitor**

- a. Oversee the daily duties and responsibilities of Lead and Office staff
- b. Monitor daily documentation including but not limited to:
  - i. Shift notes, lead staff checklist, IRs
  - ii. The home manager must be aware of all IRs that happen in the home
- c. Oversee the daily activities within the home and monitor staff by walking floor periodically throughout the day and checking in on both staff and residents
- d. Monitor and coordinate all resident's activities, outings and appointments
- e. Monitor home maintenance and safety

#### **Discipline**

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- a. Hold staff accountable for job responsibilities and duties and ensure they are following Flatrock Manor's policies.
- b. Ensure all verbal and written disciplinary actions are documented and on file for staff

### **2. Effective Teamwork & Communication**

- a. Maintain a positive, open relationship with all management
- b. Participate in applicable Flatrock Manor committees
- c. Educate, train, and advocate for all Flatrock Manor residents' rights
- d. Complete any additional task assigned from the Executive Director

*By signing below, you agree to and understand all of your job responsibilities.*

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Printed Name

Signature

Date