



Developmental Client Care Industries

Job Title:	Facility Manager (FM)	Normal Work Hours:	Sunday 8:00 am-4:00 pm Mon – Thurs 7:00 am-10:00 am 1:00 pm-6:00 pm split shift
Reports To:	QIDP & Nurse	Job Location	ICF/DD-N and DD-H homes
Starting Salary:	Varies	Job Location Address:	Varies
Minimum Requirements:	<p>Must be 18 years of Age.</p> <p>Must be able to read and write and follow verbal instructions.</p> <p>Have current first aid and CPR certification.</p> <p>Maintain professional relationship with others.</p>	<p>Must have reliable transportation and telephone,</p> <p>Must have a valid CA Driver’s License and qualify as a designated driver.</p> <p>Must be insurable by the Company’s insurance company.</p> <p>Must be able to lift 30-50 lbs; do repetitive lifting, pushing and pulling; must be able to handle bodily fluids.</p> <p>A minimum of 1- year experience preferred with the Developmentally Disabled.</p>	
Review Date(s)	Annually after 90-day Review		
Fringe Benefits	<p>Vacation</p> <p>Paid Sick Leave (Per California Law)</p> <p>Workers Compensation Insurance</p> <p>Disability Insurance</p>	<p>Health, Vision & Dental Insurance (after 30 days)</p> <p>401k (after one year)</p>	

Job Description

Role and Responsibilities

- Perform timely responses to calls from facility (within 10-15 min).
- Daily/Monthly reports, monthly employee performance reviews.
- Weekly food shopping, client shopping as needed, monthly household inventories, monthly day program visits, unannounced NOC visits.
- Maintain compliance of regulatory requirements.
- Continuous training of staff as needed.
- The facility manager is also responsible for working as a Direct Care Staff on a daily basis and fulfilling the duties as needed; according to the job description and/or as deemed necessary.

DCS staff duties include but not limited to:

- The Direct Care Staff (DCS) is responsible for giving assistance and/or training in basic daily activities to the resident. They shall perform duties as specified in the Daily Activity Schedules. He/She must follow the schedule as written, unless instructed otherwise by the supervisor.
- Daily Activity Schedule includes: feeding, dressing, bathing, toileting, hand washing, grooming and other care of consumers and their possessions.
- Program activities/active treatment as outlined on the daily/weekly Program schedules.
- Providing meaningful leisure time activities, and out-of-facility recreational activities for the resident. Must be able to redirect clients when engaging in behaviors.
- The DCS will also monitor the health conditions of the residents, and protect the environment of the residents in order to provide a safe and healthy atmosphere in which the consumers may live and grow.
- Ensure all RFM responsibilities are completed in a timely manner.
- Attend interdisciplinary team conferences, staff meetings, In-service training, and all other meetings assigned by QIDP.
- Ensure Active Treatment for all clients. Purchase all necessary equipment materials for ISP objectives.



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- Supervise DCS in maintaining clean, healthy home environment for residents, transport residents to and from appointments as required. Do weekly body checks on residents.
- Plan resident program activities; implement all scheduled activities as indicated with a minimum of 2 outings per client per month.
- Administer all consumer medications, carry out medication changes as directed by RN, as per facility medication administration procedures, document all medication administrations as indicated, monitor all medications and obtain renewals as required.
- Document all significant incidents as they occur using appropriate forms and procedures. Maintain all data collection forms, progress notes and other required documentation.
- Maintain staffing schedule, check timecards for accuracy and total, filling for staff if substitute is unavailable, be on-call and available during assigned times.
- Perform other duties as assigned.
- Manage all clients' medical appointments and to ensure all follow up(s)/recommendations are completed in a timely manner.
- Maintain all clients' records which is to include thinning, filing, and update annual documents as needed.
- Ensure aesthetics and function of the physical plant through maintenance work order requests.
- Discipline employees if any policy & procedures are violated. Train staff to follow policy and procedures and retrain as necessary.

The Direct Care Staff job requires a minimum of the following:

	Full Shift	Half Shift	Quarter Shift
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Frequently	Occasionally	Quarter Shift
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overhead Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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Facility Manager – Job Description in Detail

General:	Responsible for all operations of facility, including staff, clients and families. Overseeing Relief facility Manager and staff on a daily basis.
Staffing:	Scheduling and replacing hours and staff, responsible for house meetings and in-service training to staff, personnel counseling, preparing staff evaluations, ensuring staff documentation is updated on the “What’s Missing List”, reviewing time-clock reports, processing “Time Off Requests” (vacation) and obtaining replacement staff (all signed paperwork for shift coverage must be turned into office).
Clients:	<p>Monthly Day program visits, liaison between home and Day Program Director, tracking of and submitting medical appointments, attending medical appointments needing personal attention/requested by RN</p> <p>Obtaining Doctor progress notes not obtained at the time of the appointment, obtaining “Consent for Treatment” documents prior to procedures, coordinating wheelchair repair and replacement with technician/consultant.</p> <p>Coordinating safety and adaptive equipment repair and replacement with various consultants, monitoring of monthly diaper orders.</p> <p>Weighing of clients per month or as needed, complete monthly vitals, contacting of clients responsible party on a regular basis, overseeing and completing monthly clients outing,.</p> <p>Ensure all current labs are in file prior to Doctor Day per month, purchasing groceries weekly and as needed; personal client shopping as directed by QIDP as well as keeping up w/ client inventory lists.</p> <p>House/client supplies monthly; as needed.</p>
Paperwork & Books	<p>Preparing weekly report for RNs, and QIDP to be ready for Monday morning, ordering of all supplies, submitting maintenance work orders and following up with office until completion.</p> <p>Overseeing “Medication Check-In” with Relief Facility Manager prior to start of new month, overseeing medication administration record (MAR) daily for accuracy, updating and organizing of Disaster Supplies.</p> <p>Preparing monthly Disaster Supply inventory list, checking and documenting (date and initial) of fire extinguisher monthly, keeping client charts (Med book, social book, data book) updated and thinned,.</p> <p>Managing overflow, overseeing cleaning lists to ensure tasks are performed by all staff on a weekly basis, tracking data regarding objectives for accuracy and staff understanding on a daily basis, reading and filing of all consultant reports, for responding to recommendations.</p>
Duties & Responsibilities	<ol style="list-style-type: none">1. Assist in the implementation of ISP2. Provide personal care services as needed (hygiene, grooming, toilet training, etc.)3. Assist in the preparation of nutritionally sound meals.4. Maintain a clean and sanitary home environment: provide housekeeping services.5. Maintain all data collection forms, progress notes, graphs and other required documents, medical and dental records. Document all significant incidents as they occur using appropriate forms.6. Administer all resident medications, including standing order medications as per facility medication administration procedures.7. Participate in monthly in-services and training programs. Service Plan (ISP)/Individual Treatment Plan.8. Bedrail/Hoyer lift trainings as needed.

Employee Name (printed) _____

Employee Signature _____ Date _____