

PACESETTERS, INCORPORATED

Notice of Job Vacancy

DATE POSTED: 7/24/2024
POSITION TITLE: Home Manager-Residential (Non-Exempt Hourly)
LOCATION: Putnam County 01-HM-R: FT #40 Buffalo
REPORTS TO: Residential-Training Supervisor

Qualifications

- Compassionate and empathetic advocate for service recipients with disabilities
- Computer literate
- Excellent communication skills (written and verbal)
- Excellent interpersonal skills
- Reliable transportation
- Self-motivated, self-started, and self-directed
- Excellent time manager
- Team player, creative, flexible and professional
- Demonstrated commitment to person centered thinking
- Minimum 1 year DSP experience, preferred
- Valid Tennessee driver's license and good driving record
- Current on all required training
- Remains calm in emergency situations
- Acts as the Subject Matter Expert for the residential site

Job Summary and Purpose

- Working under the supervision of a Residential Supervisor, the Home Manager (HM) assumes the responsibility for the oversight of the residential home setting.
- The HM assumes the primary leadership role for the home and responsible for all activities of the home.
- The HM acts as a positive role model for all staff working in the home and embraces change in a positive manner.
- The HM ensures that all staff assigned to the home are treated fairly and that policies and implemented in a consistent manner.
- Primary duties include; mentoring and training new employees to provide quality supports for the resident(s) of the home, scheduling work shifts for the home, monitoring the resident(s) of the home for health/safety issues and reporting such issues promptly, review required daily documentation pertaining to the resident(s) and the agency, and completing billing documents specific to the resident(s) of the home.
- The HM will have oversight for only one residential home.
- The HM is a part of the scheduled work hours of the home and shall be scheduled to work hours in the home.
- The HM is an on-call position and is the first contact for home staff when emergency situations arise.
- The HM is on-call only for their assigned home.
- The HM will use 16 hours per month to complete required paperwork, attend and conduct management meetings, and perform other duties as listed below.
- Ensure the home is managed to reduce excessive overtime, reduce unnecessary mileage and engage in other aspects of cost-effective practices that relate to agency expenses and actively participate in the reduction of those expenses

SALARY: TBD

DEADLINE TO APPLY: 3 days from date posted

APPLICATION PROCEDURE: If interested, current employees should submit a Staff Change Form (HR-4) to their supervisor for approval and signature. Check [Applying for Open Position](#) at the top of the page. Fax to the Recruiter @ Admin Office - 931/537-9916.

PACESETTERS, Inc. is an Equal Opportunity Employer and makes employment decisions based solely upon applicant's qualifications, without regard to race, color, age, sex, religion, national origin, disability or marital status.