

NEW VISIONS, INC.  
JOB DESCRIPTION

Name of Employee: \_\_\_\_\_ S.S.#: \_\_\_\_\_

Position Title: Personal Care Home Administrator

Part-time

Full-time: X

Total Hours per Week: 40

Daily Shift :

I. Position Definition

Overall management of the Personal Care Home. Supervise program staff and ensure the well-being of our Residents in a manner consistent with the development of a stable, integrative, independent and normative life style.

II. Job Responsibilities

A. Program Operations

1. Manage program operations daily
2. Regularly review Resident charts to ensure all material, and documentation is current, relevant, and written in an objective manner
3. Supervise staff and Residents in medication management
4. Supervise staff-Resident interactions
5. Biweekly, conduct Resident staff meetings and Resident Support Plan Reviews
6. Verify financial accounts on a weekly basis
7. Work cooperatively with the Residential/ Assistant Residential Director to interview and assess perspective residents
8. Complete required paperwork for new Residents in accordance with DPW regulations
9. Resident Orientation: Monitor the Completion and or complete all intake information and chart preparation. Arrangement of support social services; DPA, SSI, etc. Orient Residents to program policies, procedures, House rule and other tenants.
10. Develop a program of activities designed to promote each resident's active involvement with other resident's, the resident's family and the community. The program must provide social, physical, intellectual, and recreational activities in a planned coordinated and structured manner.

B. Staff Supervision

1. Immediate direct supervision of RSS
2. Develop staff coverage schedule
3. Evaluate RSS Staff and complete Performance Appraisals as scheduled.
4. Provide med. Training as needed for staff.

5. Develop annual staff training and ensure all staff receive the required 12 hours of annual training

C. Physical Site Safety

1. Ensure all Residents and staff are trained in health and safety procedures
2. Provide Residents with on-site training of location of fire exits, and emergency phone numbers
3. Daily check for any safety hazards and correct same immediately
4. Ensure that sites are maintained at all times in a neat, clean, orderly manner
5. Ensure that cleaning regimen includes daily, weekly and monthly scheduled tasks and that cleaning is completed timely and thoroughly
6. Conduct routine fire drills and document accordingly

D. Other

1. On-call for emergency/crisis on a rotating schedule
2. Weekly verification of Petty Cash
3. Complete 24 Hours of annual training
4. Other duties as assigned

III. Accountability

Reports directly to the Residential Director/Assistant Residential Director

IV. Qualifications: the administrator shall have one of the follow qualifications:

A licensed registered nurse from the Department of State. An associate degree or 60 credit hours from an accredited college or university. A licensed practical nurse from the Department of State and 1 year of experience. If 8 or less residents, a general education development (GED) diploma or high school diploma and at least 2 year of experience in Mental Health or related field. Demonstration of progressive staff supervisory experience.

Skills: Good oral and written communication skills

Self-motivation

Ability to effectively manage crisis/emergency situations

Supervisory skills

Independent thinking, critical evaluation skills

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Employee Signature

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Date

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Supervisor Signature

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Date