

# Apostolic Christian LifePoints

## Job Description

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<b>Position:</b>	<b>Assistant Residential Services Director</b>
<b>Facility:</b>	<b>ICF/DD-16</b>
<b>Department:</b>	<b>Program</b>
<b>Reports to:</b>	<b>Residential Services Director (RSD)</b>
<b>Supervises:</b>	<b>DSP; Housekeeping, Dietary</b>

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**Scope of Position:** The primary purpose of your job position is to assist the RSDs in directing the overall operation of the ICF/DD-16 Group Homes in accordance with current applicable Federal, State, and Local standards, guidelines and regulations, and established policies and procedures as directed by the Administrator to assure that the active treatment needs of the residents are met/maintained on an individual basis.

### Qualifications:

1. Ability to read, write and speak the English language
2. Must be a minimum of twenty-one (21) years of age and of good moral character
3. Must possess educational requirements necessary to be a Qualified Intellectual Disability Professional (QIDP) as defined by state and federal guidelines
4. Must have, as a minimum, one (1) year working directly with individuals with developmental disabilities
5. Prefer one (1) year previous experience in a supervisory role.
6. Prefer one (1) year previous experience as a QIDP.
7. Must function independently, demonstrate personal integrity and have the ability to work effectively with residents, administrative personnel, consultants, vendors, and others

### Core Expectations:

1. Support and promote the Mission & Vision of the agency.
2. Meet the Agency expectations for attendance, dress code, and working cooperatively with other employees
3. Follow the safety requirements for agency and department
4. Respect the rights and dignity of residents
5. Maintain timely and accurate documentation as appropriate for the department including recording and retrieval of data in the electronic charting system
6. Develop resident ISP, provide case management and follow up appropriately as an advocate in the absence of the ICF/DD-16 RSDs
7. Provide leadership to and personnel management for direct reports

### Job Responsibilities:

1. Lead and manage staff for agency ICF/DD-16 Group Homes including scheduling, personnel administration, evaluations, hiring and terminations, and staff qualification tracking.
2. Reports directly to the Residential Services Director (RSD GH) on all staff and personnel matters.
3. Develop and implement training procedures for new and current employees
4. Make recommendations regarding equipment, supply, and other facility needs

5. Review and evaluate the department's work force and makes recommendations to the RSD and/or Administrator as necessary.
6. Assist in the development, administration, and coordination of program policies and procedures in accordance with current rules, regulations, and guidelines that govern such facilities
7. Participate in surveys (inspections) made by authorized government agencies
8. Make routine inspections of the facility to assure that established policies and procedures are being implemented and followed
9. Assist or serve (in the absence of the) RSD of the ICF/DD-16 Group Homes by assuming the authority, responsibility and accountability of directing the day-to-day operations of the department.
10. Seek to standardize the methods in which work will be accomplished among programs and facilities
11. Review and interpret available reports (e.g. budget, staffing, recruitment) and make operational adjustments or recommendations to senior leaders to ensure stewardship of agency resources
12. Keep abreast of rules and regulations at the state and federal levels pertaining to the programs, residents, and facilities
13. Maintain a working knowledge of current federal, state and other regulatory bodies, as well as professional standards, and make recommendations on changes in policies and procedures to the Administrator
14. Leads the resident Interdisciplinary Team Meeting (IDT) in the absence of ICF/DD-16 RSDs
15. Act as the QIDP to develop, implement, monitor, document and make changes to the ISP as required by regulations or as necessary to support the individual in the absence of ICF/DD-16 RSDs
16. Provide residents with information concerning resident rights, funds, choices, life planning and other topics and explain as necessary in the absence of ICF/DD-16 RSDs
17. Coordinate with other services to ensure continuity of the residents' total regimen of care
18. Is on call as needed.

**Other Responsibilities:**

1. Focus on meeting customer needs (staff, residents, families)
2. Report any violations of resident rights to appropriate human rights staff
3. Maintain a positive, caring attitude throughout the workday
4. Use a team approach and help others
5. Display effective communication skills through proper interaction with residents, families and co-workers
6. Conduct yourself in a way that conveys an attitude of trust and dependability with co-workers
7. Report for work every scheduled day, on time and follow rules for the time clock
8. Respond to staffing needs of the department including calls for help when short staffed
9. Participate in department meetings and maintain appropriate number of in-service hours
10. Practice safe work habits and report all accidents/incidents to immediate supervisor as soon as they occur and complete required incident report
11. Maintain confidentiality of all resident information to assure resident rights are protected

**Physical and Sensory Requirements:**

The physical demands described 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.

1. Able to bend, stoop, and move intermittently throughout workday
2. Possess stamina to spend much of the workday standing or moving around
3. Possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately
4. Possess emotional stability to work respectfully and harmoniously with residents and other staff
5. Able to use a computer, phone, etc. as required.
6. Required to lift residents, medical equipment, supplies, etc., no greater than 50 pounds.

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## Job Description Review

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I have read or have had this job description read to me and I fully understand the job description, its requirements, and that I am expected to complete all duties as assigned. I understand that the job duties may be altered from these duties. I have noted below any accommodations that are required to enable me to perform these duties.

I understand that in this position I will be exposed to body fluids which may be infectious. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination. I also understand that the facility will follow any other laws regarding testing of residents if I am potentially exposed to blood.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination must be made in accordance with the Agency Personnel Policy.

Employee Name (print): \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_