

Group Home Manager

Job Type: Full-Time

Homes are located in Williamstown, Medford, Voorhees, and Atco, New Jersey. Currently the residents of these homes are all women with developmental disabilities. Group homes are staffed 24 hours a day with employees that assist the women with daily living skills. Referrals come from the Division of Developmental Disabilities.

Archway Programs is seeking Full-Time Group Home Manager for our Medford and Auburn location to service developmentally disabled adults in a 24-hour residential setting.

Responsibilities include:

- Maintains established division policies & procedures, objectives, quality assurance, safety, environmental, and infection control standards.
- Guards the confidentiality of client information from both outside persons and Archway Programs employees whom do not require this information to perform their job functions.
- Provide culturally sensitive services that are based on knowledge of cultural diversity to accomplish quality client care.
- Customer Service: respect, flexibility, knowledge, confidence, professionalism, pleasant attitude, patience, and helpfulness. All responses should be timely, professional, caring, and respectful in accordance with Archway Programs standards.
- Cooperate fully with Archway Programs and Division of Developmental Disabilities staff in any and all inspections and/ or investigations.
- Supervises group home staff.
- Interviews and recommends all prospective group home employees.
- Monitors the work of all staff.
- Coordinates staff meetings.
- Plans and implements appropriate staff training.
- Prepares weekly staff work schedules.
- Serves as chief liaison with staff and other agencies on a regular basis.
- Reports on a weekly basis to the GH Coordinator.
- Responsible for Individual Habilitation Plan meetings
- Keeps close watch over, and responsible for the care and safety of all consumers
- Serves as key liaison to parents and guardians of consumers.
- Ensures quality food purchases.
- Monitors the daily activity logs.
- Ensures that monthly fire drills are conducted.
- Assists in the development of appropriate annual group home budget
- Is on call 24 hours a day.
- Performs any and all other assigned duties.
- Actively participates, cooperates and complies with Archway Quality Assurance Policy and Procedure.
- Actively works to ensure compliance with licensing standards, DDD Policies and Procedures and Archway Policies and Procedures.
- Responsible for planning, documenting and implementing IHP along with other IDT members.
- Develops, updates, implements and evaluates IHP as needed at least annually.

Requirements:

- Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.
- Clean driving record
- Excellent communication skills
- Skilled at Crisis Intervention/Precaution
- CPR, FA, DDD Pre-service must be completed within 90 of hire
- Must be familiar with Licensing Standards, behavior modification and NJ DDD Policy and Procedure
- Knowledge of Archway Quality Assurance Policy and Procedure
- Knowledge of Human Resource/Employee Relation Issues

Contact Information:

Chris Conway (856) 767-5757 ext 370 or fax (856) 767-3219.

We are proud to be an Equal Employment Opportunity Employer M/F/D/V.