



## The Arc of Jefferson County Internal Job Posting Notice

<b>Job Title: Unit Manager</b>	<b>Job Code: UM3902012017</b>
<b>Department: Day Services</b>	<b>FLSA Status: Non-Exempt</b>
<b>Reports to: Day Program Director</b>	
<b>Work Schedule: M-F 7:30am-4:30pm and as needed</b>	

### PRE-REQUISITES:

#### Management Approval

- 1. Job Duties:** The Unit Manager will be responsible for coordinating the habilitation plan process for clients in the unit. This includes getting input from other members of the team and chairing the actual meeting. This may include rescheduling meetings and notifying the appropriate parties of the schedule changes. The Unit Manager will write the habilitation and training plan using information derived from the habilitation meetings. The Unit Manager will ensure that all related paperwork (client rights forms, baseline data sheets, schedules, curriculum guides, functional assessments, behavior management revisions and pertinent signatures and dates) is completed and filed with the habilitation plan. The Unit Manager will ensure that a referral for services is completed for any needed evaluations referred by the Habilitation Team.
- 2.** The Unit Manager will be responsible for reviewing monthly progress reports. This will include analyzing data from progress notes to determine when addenda must be completed and monitoring for lack of progress to determine why there is no progress and what can be done to help achieve the objective. The Unit Manager will ensure the reports contain accurate information and that all completed and/or deferred objectives are documented on the progress notes and also on the habilitation plan.
- 3.** The Unit Manager will oversee unit staff on a day-to-day basis, including: scheduling staff assignments in regard to consumer monitoring, staff breaks, staff's residential transportation assignments, staff's residential medical appointment assignments; observing staff's interaction with consumers and assuring that these interactions are appropriate; ensuring training is being conducted appropriately; preparing and conducting annual and six-month evaluations of staff as appropriate; completing and conducting counselings when needed.
- 4.** The Unit Manager will help ensure that consumer clinical records are accurate and up-to-date.
- 5.** The Unit Manager will be responsible for supervising the training that is carried out within the unit. This includes ensuring habilitation/training plans are followed; ensuring that consumer schedules are accurate, appropriate and are being followed; ensuring that behavior plans are being appropriately utilized; ensuring consumers are adequately monitored during program hours; ensuring the opportunity for consumers to participate in a variety of appropriate community outings; ensuring training rooms are age appropriate, clean and organized; ensuring that requisitions are for appropriate, functional items and are filled out properly. The Unit Manager will assist the coordinator in ensuring that activity notes, incident reports and maintenance requests are submitted in an appropriate, timely manner; assisting staff in augmenting current case management skills and consumer training techniques as needed; ensuring consumer health



issues/treatments are addressed and ensuring open communication between day and residential programs is facilitated.

6. The Unit Manager will serve as a liaison with The Arc's residential program for consumers in the unit. This includes helping coordinate evaluation needs of residential consumers (i.e. medical, nutritional, etc.), helping coordinate and facilitate transportation between residences and day program for residential consumers.
7. The Unit Manager will schedule client habilitation meetings throughout the year as needed.
8. The Unit Manager will perform other duties as assigned by the Assistant Director of Adult Day Services.

**Knowledge, Skills and Abilities Required:**

Bachelor's Degree in education, psychology or other related human service field or 3-5 years' experience working with individuals with mental retardation and/or developmental disabilities

**Physical Requirements:**

Lifting, standing, walking, drive an Arc vehicle, pulling, restraining, and walking up and down stairs, capable of performing outdoor physical activities.

**Complete internal application and acquire appropriate signatures and submit by 4pm on the deadline date.**

**EOE/M/F/Vet/Disabled**