

Lutheran Services Carolinas Job Description

Job Title: Program Manager
Supervisor (title): Program Director / Supervisor
Department: Adult Services
Approved by: B. Welch Thomas *BWT*

Date: 8/2/2016

Position Purpose/Summary:

The Program Manager will ensure the group home/program is managed so that it meets COA standards of best practice, licensing standards and requirements.

Essential Functions (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

1. Train, evaluate, and supervise staff and ensure that proper coverage and on-call support is maintained as required.
2. Provide direct care support; emergency fill-in as needed.
3. Assist in the development of treatment plans for each resident and ensure that consistent and accurate documentation is being implemented in the resident's treatment plans as required.
4. Responsible for the operational administration of the program which includes but not limited to maintaining annual budget, petty cash, credit card monthly reconciliation and grocery shopping.
5. Initiate new hire process by completing required personnel documents for Human Resources if applicable.
6. Perform 90 day and annual staff evaluations, if supervising staff.
7. Within program guidelines and requirements, maintain facility, vehicle and equipment according to licensing standards by performing monthly vehicle inspections and fire drills.
8. Responsible for making sure that Annual Inspections are completed and current as necessary.
9. Participate in quality assurance processes and ensure that all documentation is of the highest quality.
10. Assist in approving notes in electronic medical records if programmatically appropriate.
11. Provide assistance in the processing and approving of Incident reports where relevant
12. Represent Lutheran Services Carolinas in the community, including contracting agencies, churches, support groups and other professionals.
13. Other duties as assigned by supervisor.

Supervisory Responsibilities, if any (*The scope of the person's authority, including the positions that report to the incumbent.*):

Residential Counselors or Habilitation Counselors

Qualifications (Minimum Job Requirements): *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)*

Education: BS/BA Degree with two years paid human services experience; or High school diploma plus 5 years paid human services experience

Experience: 2 years experience with 4 yr. degree or 5 years with high school diploma

Specific skills/abilities: Flexibility, sensitive to varying cultural issues, ability to hold others accountable, organizational skills.

Specialized knowledge, licenses, etc: Knowledge of Medicaid regulations/documentation; licensing requirements; COA standards; Valid driver's license.

Preferences (Optional): *(Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual).*

N/A

Working Conditions/Physical Requirements: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

1. Ability to bend, stoop, reach overhead.
2. Ambulatory throughout location/facility.
3. Occasional lifting of groceries up to 10 lbs (5%)
4. Client/behavior Interventions - 25 lbs (5-10%)
5. Moving furniture up to 10 lbs (5%)
6. May be required to drive.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.