

## **COMMUNITY CARE HOUSE MANAGER**

### **DEFINITION**

Under supervision of the Continuing Care Coordinator, will provide administrative support for the Sierra House Residential Care Facility; will monitor and replenish food and house supplies for facility; coordinate staff shift schedules and insure appropriate level of staff coverage; monitor client compliance to treatment plan for activities of daily living (ADL's), personal hygiene, and socialization needs; will coordinate with the treatment team regarding client progress and treatment needs; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a general class series for the provision of a variety of administrative and basic support services for Mental Health Clients residing at the Sierra House. This position does not require a professional license, but must pass finger printing and background check.

### **REPORTS TO:**

Continuing Care Coordinator

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Some general supervision of Community Care House Attendants coordinated with Continuing Care Coordinator.

## **COMMUNITY CARE HOUSE MANAGER - 2**

### **EXAMPLES OF DUTIES**

- Works in coordination with professional Mental Health counseling and nursing staff to facilitate client socialization and securing of basic needs.
- Monitors client situation and notifies supervisor or Mental Health Staff if client exhibits problematic behavior.
- Assists client with the development of independent living skills.
- Provides money management assistance.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Assists clients in participating in therapeutic social and recreational activities.
- Participates in planning development and evaluation sessions for Mental Health clients.
- May have responsibility for development and implementation of a specific therapeutic activity may develop and conduct educational groups.
- Provide client transportation to and from program activities.
- Perform a variety of Mental Health program support assignments.
- Develops and coordinates shift schedules.
- Runs supply budget.
- Monitors and replenishes food and household supplies.
- And other related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk; normal manual dexterity and eye/hand coordination; lift and move objects weighing up to 25 pounds, corrected hearing and vision to normal range; written and verbal communication, use of office equipment including computers, telephones, calculators, copiers and FAX and ability to effectively communicate.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in a home environment; some work is performed outside; some exposure to communicable diseases; continuous contact with clients and the staff.

## **COMMUNITY CARE HOUSE MANAGER - 3**

### **Knowledge of:**

- Basic knowledge of principles and trends of providing services for mental health clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic life services for clients.
- Social aspects and characteristics of mental and emotional disturbances.
- Various activities useful in the rehabilitation of mental health clients.
- Recreational activities.
- Scope and availability of community and mental health resources and services.
- Basic knowledge of principles, procedures, and techniques of basic bookkeeping and budgeting.

### **Ability to:**

- Perform a variety of mental health client facilitation and support services.
- Develop and maintain the confidence and cooperation of mental health clients and their families.
- Organize and coordinate activities with supervision.
- Assist with the monitoring of treatment plans.
- Maintain the confidentiality of client information.
- Prepare clear, relevant, and accurate reports as needed.
- Communicate effectively; both orally and in writing.
- Establish and maintain effective working relationships with staff and the public.
- Develop and maintain basic bookkeeping records for Sierra House.

## **COMMUNITY CARE HOUSE MANAGER - 4**

### **TRAINING AND EXPERIENCE**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of experience with direct patient or client contact work in a mental health, alcohol and drug medical, or human setting.

One (1) year experience equal to CCHA II desirable.

Experience in a lead capacity is desirable.

### **SPECIAL REQUIREMENTS**

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.