

John F. Murphy Homes, Inc.

JOB DESCRIPTION

POSITION: ADMINISTRATOR I	JOB CLASS: Regular, Exempt; Level II
REPORTS TO: Residential Manager	DATE: 07/08/2021 (revised)

I. SUMMARY STATEMENT: (Purpose, objectives and functions of the position)

The Administrator is responsible for providing leadership, guidance and support to the staff and people served at the program supervised. The goal is to provide a safe home environment in which each individual(s) living there has the opportunity to develop skills, abilities, and the autonomy to make choices that will improve quality of life. Each person we serve requires emotional support and guidance in the development of skills related to daily independent living, family and community life. In addition to having developmental disabilities, many people served have acute and/or chronic physical / psychiatric conditions which require evaluation and treatment. These services are provided by or under the direction of professionals, which are coordinated by the Administrator.

The Administrator directs a wide variety of tasks which may include habilitation training, monitoring an individual's health, chauffeuring, assisting with bathing and preparing meals. This requires a great deal of flexibility and the ability to prioritize. Carrying out these responsibilities will require accountability and compliance with applicable federal, state, and local laws and for following JFM policies and procedures.

II. PRINCIPAL DUTIES & RESPONSIBILITIES: (Performed personally or in collaboration with others)

PROFESSIONALISM: The Administrator must: maintain confidentiality at all levels; conduct business while maintaining a positive and cordial relationship with fellow employees, people served, family members, guardians, providers, and the public; maintain professional boundaries and conduct; dress appropriately for the day's activities. The Administrator must demonstrate and support the goals, values, and philosophy of the organization.

SUPERVISION: The Administrator supervises all DSPs working directly in the program. This can be as many as 15 employees depending on the size/complexity of the home. Supervision is not always done directly in person but, more often is performed at a distance as services are 24/7 in Residential settings. The Administrator must be available to be contacted by DSPs or other necessary personnel as issues arise including nights, weekends and holidays.

ORGANIZATION: The Administrator must be able to organize and prioritize the tasks of the job in an efficient manner. As part of the daily routine this may mean preparing reports/proposals, making health care/therapy appointment arrangements for the people who live in the home. Additional tasks will include but not be limited to setting up and maintaining computerized records timely and accurately for in-house training, employee educational data, workers compensation losses, workers compensations first report information, terminated employee data, and cost accounting for habilitation plans.

COMMUNICATION: The Administrator must communicate directly and in a clear, concise manner with the people supported, employees, families, state agencies, providers, etc. verbally and

in writing; return phone calls on a timely basis. Must be able to give and follow written and verbal directions.

Communication / interactions with people supported must always be respectful and in a manner in which the person likes to be addressed and engaged, consistent with how the staff interacts and communicates with all other people of the same age. This includes meeting the person's preferences regarding name to be used, communication style, tone and volume of voice, and technique. Such interactions / communication may need to be revised regularly during the interaction according to input or feedback from the individual. Respectful interaction and communication style and technique is of particular importance in challenging or difficult situations.

Staff communication (to include non-verbal communication such as gestures or facial expressions) that concerns the people supported shall never be conducted in the presence of the individual as if the person is not present. Furthermore, when discussions or interactions in the presence of the person supported shall always include the person, with full acknowledgement of the person's presence and provide opportunity for the person to participate, regardless of the persons' interest or ability.

NUTRITION: The Administrator is responsible for proper nutrition of the people living in the home and as such, will develop, implement and oversee a planned menu which is to be followed in the preparation of daily meals. The Administrator will ensure that the team and / or people served are trained to prepare meals, including medically necessary specially prescribed diets.

HEALTH & SAFETY: The Administrator must establish and follow procedures and regulations that will assure the health and safety for everyone in the home, including visitors. This requires that the team and consultants conform to JFM's goal to provide the highest quality services. The Administrator will implement the agency safety program, and make it a high priority for all to comply. The safety of everyone is of the highest priority, which requires 'buy-in' from the entire team and should foster maximum opportunity for team participation. All employees must comply with the intent of the Occupational Safety and Health Act (OSHA), and follow the safety guidelines and protocol established by the agency.

HABILITATION: Must develop habilitation, activity, work, and behavior intervention programs that support the changing needs of the people who live in the home. Plans must comply with current state and federal guidelines related to HCBS and other initiatives.

ENVIRONMENT: The Administrator must ensure that the home is always maintained in a clean, sanitary, safe, and usable condition that is in compliance with local building and fire codes and all applicable federal and state regulations. This necessitates the need for the Administrator to be well versed in all applicable state and federal licensing regulations. The Administrator will ensure that the team is trained in proper housekeeping procedures that emphasizes the importance of sanitation and infection control. This includes maintaining the appearance of the property both indoors and out, having equipment properly maintained / repaired, and ensuring that reasonable precautions are taken to protect from vandalism and theft.

FINANCIAL RESPONSIBILITIES: The Administrator will provide leadership in managing the cost of operating the home. This includes participation in budget development, approving expenditures, administering payroll, monitoring monthly financial reports, managing petty cash,

and planning for proper maintenance or replacement of equipment, vehicles or other assets.

TEAMWORK: The Administrator will provide leadership and guidance for the team in taking on responsibility for the quality and quantity of their own work. Through the principles of participative management, the Administrator will organize the team in the most effective and efficient manner consistent with the delivery of high quality services.

TRAINING: The Administrator is responsible for team development through orientation, in-service and on-the-job training. This means scheduling or developing as needed for the team in order to ensure that the staff is aware and knowledgeable of new developments in the field, changes in state and federal guidelines and in agency procedures. Special emphasis is required to assure that the direct support staff is kept abreast of the frequently changing needs and programs of each person living in the home. This includes training the team on how to appropriately discuss issues relating to special needs populations with neighbors and others in the community.

The Administrator must attend and successfully complete external and JFM training applicable to the respective job, which may include: Behavioral Programming, Preventing Disease Transmission, Sexual Harassment, First Aid, CPR, Rights, etc. Must provide opportunities for employee training and ensure that staff maintains current licensing credentials appropriate to the functions of the respective job performed.

COMPLIANCE: The Administrator will implement procedures within the home to comply with corporate, federal, state and local licensing regulations, policies and guidelines. These include, but are not limited to restriction of rights, abuse/neglect/exploitation reporting, behavioral reporting, quality assurance reporting, home and/or program administration, recruitment, hiring, record maintenance, wage and hour administration, performance appraisals, discipline and/or counseling, and grievance administration. The Administrator will maintain copies of all appropriate procedures, regulations, policies, and guidelines, make them accessible to the team, and train the team to follow these standards in the performance of their duties.

DOCUMENTATION: The Administrator will maintain and provide accessibility to current documentation that includes home policies and procedures; all pertinent team meeting minutes, medical and daily records of people living in the home; and trainings. The Administrator will conduct program evaluations, surveys, and reports, which are to be submitted in a timely manner. The Administrator must document on a regular basis using the State of Maine PCP process all skill building goals, positive support plan goals, objectives and reinforcement plans designed to address specific needs as determined in the Comprehensive Assessment or the Needs Assessment.

DRIVING & VEHICLE USE: The Administrator is responsible for the appropriate maintenance of the JFM vehicle(s) under his / her purview. The vehicle must at all times be properly inspected, insured and registered. The Administrator is responsible for ensuring that all drivers follow the agency policy and procedures outlined in the Motor Vehicle Operations Manual, and are duly trained on safe driving techniques under all weather conditions.

SCHEDULING: Is responsible for the proper staffing of the respective program or facilities supervised. Primary emphasis is on ensuring that the people's needs are met, while maintaining a cohesive team environment, balancing the budget and considering accommodating staff needs when appropriate to preclude scheduling conflicts and promoting staff retention.

SUPPORT FOR OTHER POSITIONS: The Administrator will be “on call” as needed for weekends per the On-Call procedure and may be needed to fill in for direct support or other duties on an as needed basis to cover during sickness, emergencies, etc.

OTHER DUTIES: May be asked to participate on JFM committees or work on projects; other related duties may be added to this job description as needed.

III. JOB COMPONENTS:

- A. Management: Implements assignments, program plans, policy and procedures in accordance with applicable local, State, Federal laws and JFM standards.
- B. Confidentiality: Administration of programs elicits daily contact with sensitive issues. All activity requires conducting business with strict adherence to confidentiality. Decorum and integrity characterize all phases of this position.
- C. Decision Making: The Administrator is responsible for day-to-day supervision and decisions relating to the management of assigned programs, facilities, health, safety, staffing, and budgets. Any non-routine decisions shall be referred to the supervisor.
- D. Contacts (internal and external): Interfaces with public and private organizations at meetings, seminars and trainings to acquire new and innovative practices in upgrade of services. Attends meetings to communicate program initiatives and to promote partnerships within JFM and the community. Primary contact for all guardians, family members, and medical personnel for the people supported as well as neighbors, etc.
- F. Environment: Daily work activity is conducted both in indoor environments and at times in outdoor environments, which involve movement throughout program locations and the community. At times, may be required to lift or assist in lifting up to 50 pounds and /or restraining using approved techniques and procedures as outlined in the JFM Behavioral Services Manual and other approved plans.
- G. Equipment / Machines Used: Use of a Personal Computer (PC) is essential in the discharge of daily duties. Equipment and machinery typically found in an office setting will be used on a consistent basis in the daily work activity.

IV. QUALIFICATIONS:

- A. Education /Experience: Bachelor’s Degree in Social Services related field; or Five years of experience working directly with persons with developmental disabilities. Experience with the supervision or management of employees preferred.
- B. Skills/Abilities: Familiarity with terms used in the social work field and experience with OADS agencies desirable. Ability to manage interdisciplinary teams and work with a variety of service providers, case managers, and State agencies. Ability to write procedures and policy. Ability to type; familiarity with Microsoft® Office software is preferred. Valid Maine driver’s license with good driving record required.

I have read and understand the contents of this job description and will perform the duties to the best of my knowledge and ability. I have been given the opportunity to ask questions regarding this position and understand that my supervisor is available to provide clarification. I understand that this is not a contract of employment and that duties and responsibilities outlined may change

to meet organizational needs.

(Print Name)

(Signature)

____/____/____
(Date)