

JOB DESCRIPTION: ON-SITE MANAGER

DIRECT SERVICE DUTIES and RESPONSIBILITIES

- Provide needed transportation to medical, dental and other appointments or activities
- Participate in the assessment and development of the Needs & Service Plan
- Implement each residents Needs & Service Plan
- Document resident progress and health status through ongoing chart notes and semi-annual progress review
- Attend resident planning and other client related meetings as needed
- Help resident in all personal grooming such as bathing, dressing, medical and dental needs as required
- Provide residents with in-home medical care as appropriate
- Provide Support with self administration of medications
- Provide supervision and training during community and recreational outings
- Prepare & store meals and snacks

MISCELLANEOUS DUTIES and RESPONSIBILITIES

- Report any suspected abuse, Unusual Occurrence, or potentially unsafe equipment or situations immediately to the Administrator
- Insure needed maintenance and sanitation of the facility and surroundings
- Implement house rules and ensure residents rights are observed
- Attend orientation, in-service training and ongoing education as appropriate

MINIMUM QUALIFICATIONS

- Minimum age of at least 18 years
- Possess a high school diploma or GED
- Demonstrate proficiency in English
- Complete a satisfactory Health, Drug & TB Screening
- Complete a State and ORS/GBI fingerprint and criminal record clearance
- Complete a signed statement that they have never been convicted of a crime in the United States other than a minor traffic violation
- Maintain a valid Georgia driver's license, statement of good driver status
- Completed CPR & First Aid certification training
- Be a U.S. Citizen or alien authorized to work in the U.S. with legal documentation
- Complete initial orientation within 40 hours of employment
- Complete on the job training and continuing education as required by the ORS

I have read the above job description and agree to comply with the duties and responsibilities. Furthermore, I verify that I meet the stated duties and qualifications.

Employee Signature

Date