



Day Habilitation Manager

The Day Habilitation Manager is responsible for the overall successful functioning and development of the Successful Living Program. The Day Hab program works with high functioning adult clients 18 years and older who live with chronic mental illness, engaging with clients in a group setting both in a Day Habilitation facility and in the community. This includes promoting increased community integration, assisting in the development of natural supports, strengthening coping skills and encouraging socialization to enhance clients' quality of life. A typical work week should be maintained M-F 8:00 AM – 4:00 PM with possible evenings and weekends or other occasional exceptions based on programming needs.

*Please note that this program does not provide *physical* care to clients.

CORE DUTIES:

PROGRAMMING AND DIRECT SERVICE

- *Direct Service* - The Manager is required to lead and participate in groups on a weekly basis to form a good rapport with the client base to maintain client retention. These groups include such activities as cooking, art, exercise, board games and various community outings.
- *Calendar*: The Manager will ensure that a monthly calendar is created and is to be finished and distributed to the agency and community by the 2nd week of each month. The Manager will determine the times and activities for each group which should continually be evaluated for the need for changes based on client's needs and wants. A calendar highlighting the virtual programming may also be disseminated.
- *Driving* – Manager will be required to drive a large van or other agency vehicle and occasionally your personal vehicle to transport clients to community integrated events.
- *Events* – The Manager will be the point person for designated events throughout the year. The Manager will also be expected to attend other agency events and functions throughout the year.

SERVICE DOCUMENTATION COMPLETION AND PROGRAM ADMINISTRATION

In compliance with Chapter 24, state, federal, agency and other required guidelines:

- Ensuring that supervised staff submit case notes within 24 hours of services being provided and checking for quality of case notes
- Timely completion case notes, assessments, and social histories
- Completion of Incident Reports within required time span
- Submission of Person-Centered Plans and those goals meet the criteria for Day Hab requirements set by the Iowa Administrative Code.
- Approval of timesheets, mileage, time off requests of supervised staff
- Maintain all External Client files and assure that all internal clients files are complete
- Other documentation as required

SUPERVISION

- *Staff*: This position is responsible for supervising all Day Habilitation counselors. The Manager should meet for 1 hour each week with any FT staff and .5 hrs. with any PT staff for direct supervision. The Manager is responsible for staffing the program to meet group needs and shall hire staff as needed and approved or directed by the Director of Programs.

- Assure that all staff are in compliance with training requirements required by the Iowa Administrative Code within 6 months of hire and annually thereafter.
- *Practicum and Intern Students:* The Manager may also supervise practicum/intern students involved in the Day Habilitation program and meet with respective University representatives as required.
- *Volunteers:* It is beneficial to the program to recruit/retain and appropriately supervise volunteers. It is the Manager's responsibility to ensure that all volunteers have signed proper documentation, have the necessary training based on their volunteer duties and are safe while volunteering.

TEAM AND AGENCY PARTICIPATION

- *Leadership Team:* As a program Manager, the Day Habilitation Manager is required to participate in the Leadership Team meetings each week. Participation should include addition of Day Habilitation information into the meeting agenda, active participation during the meeting and timely follow up on tasks assigned during the meeting.
- As part of the Leadership Team, helps set agency goals and respond to challenges to the agency and to the Department.
- Collaborates with members of the Leadership Team and other staff as needed to accomplish duties and responsibilities and to facilitate the functioning and goals of Successful Living programs.
- *Team Meetings and Trainings:* The Manager will hold a team meeting bi-weekly that shall contain any pertinent departmental and all agency information, trainings and a review of client interactions.

INTAKES/MARKETING AND OUTREACH

- The Day Habilitation Manager is to work with the Intake Coordinator to determine when a client is appropriate for intake and programming. Once that decision is made, the Intake Coordinator will complete the initial intake paperwork. The Manager will check these for quality assurance purposes.
- The Manager will be responsible for connecting with mental health related groups and community organizations to increase and maintain eligible participants in the program and increase the community visibility and opportunities for collaboration of the Day Hab program.

MANAGE PROGRAM RESOURCES

- Develops and oversees overall budget for the Day Hab program, including all costs associated with providing Day Hab services, as well as income generated through payment for services. Uses budget as a key part of planning and development of the Day Hab program.
- Reviews budget with Financial Director on a regular basis.
- Submits program proposed annual Fiscal Year budget to the Executive Director and Director of Programs for review.
- Maintain equipment and assure that program supplies are available for implementing activity plans.
- Assure that program vehicles are regularly maintained and serviced plus all equipment is ready to be used. Track all services to vehicles.

PROFESSIONAL RESPONSIBILITIES:

- Communicate in a timely manner with team of care providers
- Assist clients in development and implementation of individual case plans, reflecting client goals and utilizing a strength-based approach
- Follow through with a consistent schedule and adherence to deadlines
- Complete all paperwork as assigned by supervisor
- Meet with supervisor weekly or as scheduled
- Establish and maintain a consistent schedule with clients and negotiate needed adjustments

- Treat all clients, colleagues and members of the public with dignity and respect
- Prompt, professional, and responsive communication with clients, fellow staff, supervisor, collateral agencies – in-person, telephonic, electronic, written, etc.
- Follow all agency policies and procedures
- Maintain a current schedule on Outlook reflecting all appointments and hours worked Calendars must be updated for upcoming week each Friday by 5:00 pm.
- Reflect a professional image by dress, personal appearance, and behavior
- Maintain confidentiality and follow HIPAA guidelines
- Other duties as required and/or assigned

DIRECT SUPERVISOR: Director of Programs

QUALIFICATIONS:

REQUIRED

- Minimum of a two-year degree or equivalent
- Experience working with low-income, high need persons.
- Previous supervisory experience
- Previous experience with training and group facilitation.
- Pass multiple background checks, including but not limited to dependent adult/child abuse and criminal background check and driving records check.
- Maintain valid driver's license and reliable, privately insured car, as well as insurability with agency insurance requirements

PREFERRED

- Associate degree in the Human Service field preferred
- Bachelor's degree in Social Work, Counseling, Psychology, Sociology strongly preferred
- 1+ year Human Service experience strongly preferred
- 2+ year of supervisory experience
- 1+ year experience working in a group setting

KEY SKILLS: Open minded, flexible, organized, creative, adaptable, technology and social media savvy, well-connected in the community, solid understanding of mental health, well versed in area resources (both social services related and recreationally related), proactive regarding client needs and symptoms, strong leadership skills, crisis intervention skills, positive attitude with co-workers and clients.

WAGE/SALARY: Salaried/Exempt
\$45,000 to start with full-time benefits.

Competitive Benefits Package including, but not limited to:

- *Health Insurance (employer-employee funded)
- *IRA (optional)
- *Paid sick, vacation, and holiday time
- *Mileage Reimbursement
- *Employee Assistance Program (EAP)
- *Staff Development & Training

*(Optional) Life Insurance, STD, Dental, and Vision

I have received a copy of the job description and I agree to abide with the description while I am employed in this position at Successful Living. I am able to perform the aforementioned duties without accommodation. I understand that I need to give 30 days' notice if I should choose to resign my position.

Employee: _____ Date: _____
Printed Name

Signature

Supervisor: _____ Date: _____
Printed Name

Signature

Executive Director: _____ Date: _____
Printed Name

Signature