



Job Title: Assistant Manager/Report Writer **Date:** December 2022
Department: DTAC Pala **Location:** Pala Building
Position Reports to: Program Manager **Pay:** \$20/hr. - \$22/hr.

Position Supervised: PQLs, Community Integration Supervisors, Independent Facilitators

Position Summary: Assists with management of the programs under the direction of the Manager in compliance with applicable regulations.

Essential Job Functions include but are not limited to the following:

Oversees the curriculum of the program, and works with staff individually and in small groups, reinforcing instruction of program curriculum.

Completes all required reports, including ISP, Behavior Support Plan, Person Centered Plan, Goal Sheets, Annual and Semi-annual reports in a timely manner, reviews ISP's on a continual basis to ensure that goal sheets are being filled out appropriately and in a timely manner.

Trains the staff in the implementation of ISP, and provides ongoing support and direction in regards to goals throughout the day.

Reviews participant objectives with Program Manager, to ensure goals set are attainable for participant

Assess participant referral packets as to program eligibility and participation, schedule tour and assessments with participants/care provider, maintain application paperwork and all required documents

Reviews/Audits participant files to maintain current required documentation. Maintain up to date files as well as case magic information.

Tracks and requests 3-day emergency medication and physician reports for all participants.

Provides input on participant behavior stressing areas of improvement and / or problems in order to develop appropriate goals; provides direct participant support and direction during absences of other staff.

May be assigned participant/s if necessary to maintain ratio.

Ensures meaningful destinations for community integration and conducts site observations in the community on a weekly basis.

Responsible for all program communications with family members, service coordinators and care providers, on as needed basis to ensure appropriate service is provided to all participants.

Prepares, distributes, and maintains accurate and timely information on required reports, forms, and documents related to programs and client activities.

Orders all program materials and supplies necessary to run the program as budgeted

Implements reward systems and incentive programs to achieve goals, issuing VV bucks as appropriate

Additional Duties and Responsibilities include but are not limited to:

Understands the role of the department and how it contributes to the overall success of Vocational Visions.

Treats staff fairly and shows respect to coworkers

Adheres to all Vocational Visions policies, Code of Conduct, and Procedures

Performs other duties as assigned

Qualifications:

Required Education:

- Bachelor's degree in field of education or related discipline
- Completion of training in CPR and first aid

Required Experience:

- A minimum of two years' experience working with adults with Developmental/Intellectual disabilities or other comparable experience

Preferred Experience

- Prior managerial experience
- Prior experience overseeing staff in an adult day program environment
- Familiarity with training in vocational, personal and social skills

Working Knowledge of:

- Persons with behavior characteristics of adults with Developmental/Intellectual disabilities
- Ability to assume responsibility and manage staff
- Ability to foster teamwork and encourage staff to work together
- Fostering a positive environment and working to maintain appropriate levels of skill development and task completion with staff and clients
- Title 17 and Title 22 Adult Day Program Regulations
- Unique needs of each participant

Physical Requirements/Working Conditions:

This position requires standing as well as sitting with employee working with participants both in a controlled environment and in the community. The employee in this position maybe required to push wheelchairs, when working with participant. Employee may also be required to kneel, squat, bend, lift and twist when assisting client/s with various needs. This position requires the use a computer terminal to access input and retrieve data. Finger dexterity may be required. The employee also bends, reaches and pushes and pulls file drawers with file records and reports.

Occasional lifting of over 50 pounds may be required in this position. Employee in this position wears a back brace to assist participant/s in toileting.

There may be times when behaviors of a client cause them to hit, slap, poke, bit or pull at an employee's hair or clothing. Other incidents may also occur. The employee in this position needs to understand that this is part of the job, and while staff works to prevent this from happening there may be instances when it can't be avoided.

Received Job Description: _____ Date: _____