



PROGRESS HOUSE MANAGER

DEPARTMENT: Health and Human Services, Behavioral Health Division

DEFINITION: Under supervision of the Behavioral Health Director, provides supervision and leadership of staff and oversight of the day-to-day operation of the licensed residential care facility for adults with severe mental illness.

ESSENTIAL JOB FUNCTIONS: Directs day-to-day operation of the 24-hour adult residential care facility for the persons with mental illness according to Title XXII regulations; on-site supervision of all aspects of residential care facility, including menu development, nutrition strategy, and food shopping; schedules 24-hour, 7-day staff shifts; provides direct administrative supervision to staff; interfaces with behavioral health program staff around client issues to enhance the residential program; assists Mental Health Program fiscal staff in planning, budgeting, and accounting of the ongoing fiscal operations of the residential care facility; develops and coordinates programming for residents; oversees medication administration and control; takes primary responsibility for client record and medication inventory; develops policies and procedures for all aspects of the facility; performs other related duties as assigned. Consistent attendance is an essential function of the position.

MINIMUM QUALIFICATIONS:

Training and Experience: High school graduate or equivalent with one year of full-time experience working in a licensed residential facility for persons with mental illness is required.

Knowledge of: Laws pertaining to confidentiality and care of persons with severe mental illness, organization methods, basic computer operation, community and human relations, and public agency business procedures. Knowledge of State of California Title XXII regulations relating to licensing and operation of a 24-hour adult board and care facility.

Ability to: Communicate effectively both orally and in writing with mental health and substance abuse treatment professionals, law enforcement, and other collaborative partners; participate in and benefit from supervision, collaborative staff meetings, and trainings; sit for prolonged periods of time; produce written documentation by hand or computer; stand, walk, twist, and lift and carry up to 25 pounds; climb and descend stairs; use a telephone; drive a motor vehicle.

Special requirements: Must possess State certificate for Adult Residential Facility Administration or be able to successfully obtain certification during the first six months of employment and maintain certification during term of employment. Must be available to work various day and night shifts, including weekends. Must possess or be eligible for a Class B California driver's license at time of appointment; must possess a satisfactory driving record; must possess current CPR certification and current first aid card and must maintain both during term of employment.