



PROGRESS HOUSE MANAGER TRAINEE/PROGRESS HOUSE MANAGER

DEFINITION: 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

Progress House Manager Trainee: Under the guidance and supervision of the designated Progress House Administrator and the HHS Deputy Director-Behavioral Health, 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; ensures medication administration and control is consistent with approved protocol; takes primary responsibility for client record and medication inventory; develops policies and procedures for all aspects of the facility in coordination with HHS management and County administration; performs other related duties as assigned.

Progress House Manager: The Progress House Manager works under the guidance and supervision of the HHS Deputy Director-Behavioral Health and performs all of the above in addition to the functions of the administrator.

EMPLOYMENT STANDARDS

Progress House Manager Trainee:

Education/Experience: High school graduate or equivalent with one year of experience performing duties equivalent to a first-level supervisor in a Human Services agency; **OR** two years of progressively responsible duties in a behavioral health division of a Human Services agency; **OR** three years of professional experience

performing work consistent with the assigned work unit, including one year of lead or supervisory experience in such programs, **AND** completion of the equivalent of 18 semester units (28 quarter units).

Progress House Manager:

The Progress House Manager must meet the above Employment Standards for Progress House Manager Trainee, and must also possess State certificate for Adult Residential Facility Administration and knowledge of State of California Title XXII regulations relating to licensing and operation of a 24-hour adult board and care facility.

Applicants for both Progress House Manager Trainee and Progress House Manager must possess the following knowledge and abilities:

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.

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. Consistent attendance is an essential function of the position.

Special requirements: 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 and obtain within eighteen (18) months; must possess a satisfactory driving record; must possess current CPR certification and current first aid card and must maintain both during term of employment. **Additionally, Progress House Manager Trainee must be able to meet the requirements of the Progress House Manager within eighteen (18) months of employment.**