



Job Title: Assistant Manager

General Summary:

Assistant manager provides direct care and supervision of resident needs along with additional responsibilities that focus on resident and team operations.

1. Complies and meets all responsibilities outlined in Direct Team Member/CNA job description.
2. Works scheduled direct shifts approximately 80% of the time based on resident and team needs.
3. Completes assigned management responsibilities remaining percentage of the time and as able during scheduled shifts. Assigned management responsibilities are decided upon between Assistant Manager and supervising Manager/Management Team. Examples of Assistant Manager responsibilities are:
 - a. Resident Plans of Care and Needs
 - i. Resident daily progress notes
 - ii. Resident plans of care
 - iii. Resident safety and risk management plans
 - iv. Resident annual reviews (Medical Assistance and Waiver)
 - b. Resident Personal Needs Shopping and Financial Logs/Budgeting/Reports
 - c. Resident documentation on monthly or quarterly basis
 - d. Resident updates to family/guardians and support systems (social workers, vocational support)
 - e. Emergency Drills for severe weather, fire, CPR, and resident specific emergencies
 - f. Budget resident and house needs
 - g. Budget staffing percentage and complete payroll reports
 - h. Complete house records for residents and staff
 - i. Communication updates to residents and/or team members
 - j. Anticipate, develop, and implement resident and team needs and changes
4. Provides leadership and support to direct team members and residents
5. Addresses resident and direct team member concerns in timely manner along with documentation.
6. Assist Management in short staffing/scheduling; whether it be helping cover short staffed shifts or helping find staff to fill shifts.
7. Assist and collaborate for staff development (recruitment, interviewing, and training) of new team members.
8. Assist Management with team meetings and other team development (education, training, etc.).
9. Collaborates with management and nursing team members for resident and team needs and focuses. Assistant Managers would have scheduled meeting times with Management at least weekly in person.
10. On-Call for resident/team/house responsibilities needs as agreed upon with Management.
11. Collaborates with fellow Assistant Managers and/or Management team for resident activities and other Peace of Mind resident focused needs/developments.



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Assistant Manager Responsibilities Would NOT Include:

1. Official hiring and/or terminating of direct team members unless approved by Management
2. Implementation of disciplinary action of direct team members unless approved by Management
3. Completion of performance evaluations and compensation reviews for direct team members
4. Access to direct team member files
5. Any other responsibilities outlined by Management that are team specific for Assistant Manager

Qualifications:

- Classified as a full time hourly team member working at least an average 36 hours a week.
- Ability to successfully meet physical abilities/responsibilities of resident and house needs without limitations
- Successful completion of all Peace of Mind trainings and compliance with Peace of Mind policies and procedures
- Above satisfactory job performance
- Valid driver's license
- Reliable phone communication for on-call purposes
- Computer skills/experience specifically with Word and Excel required

Hiring Process

- Identified team need for Assistant Manager
- Completion of Letter of Interest
- Selection of position determined by management team based on resident and team needs

Reports To: Management and Nursing Teams