

Position Title: Direct Care Manager

Compensation Range: starting \$23,000 - \$26,000 per year; benefits eligible

Work Schedule: 9 a.m. to 4 p.m. Monday thru Friday; 4 days per week; every-other weekend

LTAI Girl's Home Summary:

LTAI is an open residential foster care home that provides services to young ladies ages 13 to 19. LTAI is the only licensed girl's home in Kalamazoo County. We offer many valuable services to assist our residents with transitioning to our open facility and finally on to supported independent living. We provide care in a warm, caring and nurturing environment. Our mission is "empowering families one child at a time."

Position Summary:

Oversee coordination and implementation of program to achieve program goals and objectives; manage the daily operation of the Girl's Home to ensure that the home is in compliance with all State regulations and the home is properly maintained; available two weekends per month and on an on-call basis (as designated); hire and supervise various staff; work with and report to administrative team.

Major Duties & Responsibilities:

Human Resources:

- Hire; assist with training; supervise; conduct performance and disciplinary evaluations; for all new hires (direct care specialist, interns, and volunteers).
- Develop and maintain staff schedule to ensure 24/7 coverage.
- Assist with facilitating monthly staff meetings.
- Review, correct and approve bi-weekly time sheets for payroll.

Residential Maintenance & Planning:

- Financial:
 - Maintain fund related databases (i.e. petty cash, weekly grocery allowance, resident's allowance, etc.).
- Meals:
 - Ensure weekly menu is created and followed.
 - Ensure all grocery items are available to direct care specialists for meal and snack preparation.
- Scheduling:
 - Ensure daily and weekend agendas are created and followed, in conjunction with coordinating transportation needs, when applicable.
 - Schedule various appointments for residents.
- Resident Charts:
 - Ensure psychosocial and the following forms are completed within 30 days of a resident being admitted into the program:
 - dental exam
 - physical exam
 - immunizations
 - psychiatric evaluation
 - Upon discharge of a resident (within 10 days) ensure chart contains the following documents:
 - psychosocial assessment
 - individual service plan
 - discharge service plan
 - quarterly reports
 - progress notes
- Complete monthly maintenance report for any needed repairs.

Residents:

- Assist residents with developing life skills (i.e. preparing nutritional meals, grocery shop, domestic chores, etc.) in preparation for supported independent living.
- Encourage the spiritual growth of residents through individual relationships.
- Implement and enforce resident handbook.
- Submit daily reports to administrative team.
- All other duties as assigned.

Minimum Qualifications:

- Bachelors degree and 2 years work experience in child caring institution.
- Have excellent integrity and demonstrate good moral character and initiative.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Excellent computer and Internet skills.
- Excellent organizational skills.
- Prior management experience.
- Valid Michigan driver's license.
- Reliable transportation and telephone.
- Prior experience working with teen girls.

Desired Qualifications:

- Experience with culturally diverse groups.
- Has experience working collaborative and in a leadership role.
- Displays interpersonal skills, exhibiting a personality that demonstrates ability to relate well with residents.

To apply or for more information, please call 269-598-8718.