



DAY SPRING  
HOUSE MANAGER  
Job Description

**POSITION SUMMARY:**

The House Manager is responsible for completing and managing administrative tasks and program activities for the house. The House Manager provides direct supervision and leadership for house staff. The House Manager has designated administrative time but also provides direct care service as needed. The House Manager is an hourly full-time benefited position accountable to the Residential Program Manager. The schedule for this position requires one overnight shift weekly.

**QUALIFICATIONS:**

- At least 21 years of age
- Degree in a related field and/or 3 years' experience with adults who have intellectual disabilities in a community setting
- A good working knowledge of computers and Microsoft Office required
- Must be able to work independently, take initiative, and be self-motivated
- Good communication (written and verbal) skills
- Valid driver's license required
- Demonstration of understanding and commitment to the philosophical tenets of community living

**EMPLOYMENT EXPECTATIONS:**

- Dependability
- Appropriate use of supervision and consultation
- Maintain clear and accurate records
- Compliance with personnel policies
- Monitor and advocate for the rights and welfare of residents
- Respect for others and openness to the insight of others
- Willingness to learn
- Attendance at required meetings and trainings
- Commitment to the mission of Day Spring
- Conduct self-according to the organization's expectations of professionalism and confidentiality
- Assist and cooperate with the family members and other community members
- Operate the house and provide services in accordance with established Day Spring policies, KY licensure, HUD guidelines, and best practices

**RESPONSIBILITIES:**

- Provide direct support as scheduled and as needed
- Prepare and maintain work schedules to ensure appropriate staff coverage



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- Act as first contact for DSPs with schedule changes and/or call-offs
- Review daily notes at least twice weekly for quality and compliance
- Review MARs weekly to ensure accuracy and report discrepancies
- Assist with maintaining participant residential records to ensure Medicaid waiver compliance
- Assist Resident Wellness Assistant with reviewing medications delivery and informing DSPs of medication changes
- Ensure incident reports are completed and forwarded to the Residential Program Manager in a timely manner
- Ensure monthly paperwork is submitted by deadline
- Monitor doctors appointments for residents and medical paperwork
- Attend all required meetings
- Assist with scheduling/attending/delegating POC, SIS, and other team meetings throughout the year and as needed
- Hold house meetings with staff and/or residents as needed
- Coordinate household shopping
- Oversee the maintenance and upkeep of the house
- Report staff concerns to the Residential Program Manager
- Complete initial training of new DSPs including Individual Needs Assessments
- Support the scheduling/attending/delegating of medical appointments
- Provide DSP performance feedback and assist the Program Manager with annual and ongoing DSP evaluations
- Other duties as assigned

**PHYSICAL DEMANDS OF THE HOUSE MANAGER:**

1. Be healthy and physically fit including the physical requirements of lifting individuals, standing for long periods, crouching, twisting/turning, weight bearing, swimming, walking and other physical activities as required.
2. Be able to lift to 50 pounds.
3. Exhibit abilities to see, hear and speak to individuals under their care.
4. Must possess a valid driver's license to operate and drive a vehicle.

**WORK ENVIROMENT FOR THE HOUSE MANAGER:**

Work is normally performed in an office or home.

While performing the responsibilities of the House Manager's Job, these working environment characteristics are representative of the environment the House Manager will encounter:



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- The employee is normally exposed to moving mechanical parts and vehicles; the noise level in the work environment is usually quiet to moderate. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the House Manager's job. Typical work duties can vary depending upon different scenarios, however in most cases, the House Manager will be responsible for the daily care of the residents. This can include administering medication, updating records, providing emotional support, and resident education.
- It may require longer work days and varied schedule. They may have to work nights, weekends or even over the holidays.
- Additionally, the House Manager will need to protect themselves from possible work-related hazards, during the course of resident care, since they may be exposed to infectious diseases, body fluids, radiation, chemicals, etc.

**I have read this job description, understand it, and am able to perform the essential functions and meet the job requirements of the position. In addition, I have had the opportunity to discuss the job description with my supervisor.**

Printed Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_