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| ***Job Title:***  ***LPN Group Home Management Position to include the titles:***   * ***LPN Group Home Manager*** * ***LPN Relief Manager*** | ***Department:***  *Caring House Projects* |
| ***Reports to:***  *LPN Group Home Manager reports to:*  *Caring House Projects Director, Deputy Director, Senior Assistant Director and Assistant Director*  *LPN Relief Managers report to:*  *LPN Group Home Manager*  *For all nursing practices RN Supervisor oversees and directs all LPN staff.* | ***Effective Date:***  *07/13/2023* |

**JOB SUMMARY:**

Supervises staff personnel engaged in carrying out assigned non-professional programs in personal care, self-help and social training, recreation, cleanliness, and related programs designed to maintain the physical, mental, emotional health and well-being of residents assigned to the facility; does related work as required. Completes nursing duties under the oversight and direction of a Registered Nurse Supervisor.

**QUALIFICATIONS:**

* Current license by the New Jersey Board of Nursing as a Licensed Practical Nurse and experienced in the care of the elderly and disabled and knowledgeable regarding their physical, social, and medical care needs.
* At least one (1) year of experience in the direct care of developmentally disabled children or adults.
* High school diploma or GED.
* Minimum age requirement of 18 years.
* Possess a driver’s license valid in the State of New Jersey for employee mobility as necessary to perform the essential duties of the position. Driving history/record must meet the conditions of CARING’s motor vehicle insurance carrier.

**RESPONSIBILITIES:**

* Responsible for the day to day group home operations which include oversight of each resident’s health care and well-being, staffing in the home, supplies needed to maintain the operations, maintenance and upkeep of the home, maintenance of essential files and records, etc.
* Assigns, instructs, and supervises personnel in the personal care of residents to ensure physical well-being, medical, dental, psycho/social needs, cleanliness, safety.
* Plans, organizes and assigns the work of the organizational unit and evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting and disciplining of subordinates.
* Monitors employee absenteeism and lateness. Reports the same to HR.
* Scheduling of staff working hours, to ensure all shifts are covered in accordance with N.J.A.C. 10:44A Regulations and Program Description for the residence. Must be available during emergencies and be able to provide coverage for those shifts not covered according to regulation.
* Attends all IHP and IDT meetings and oversees implementation of IHP goals and continual skill training. Ensures completion of Monthly reports and Daily Training records.
* Submits required paperwork within agency and state guidelines.
* Purchase and/or secure vendors for purchase of all food and household supplies.
* Arrange for repair of any breakdown within the facility.
* Develops and carries out an effective safety program to eliminate accident hazards to residents and employees.
* Supervises and takes the initiative in developing and carrying out recreation programs and suitable activities.
* Schedules and supervises work assignments on each of the separate shifts. Responsible for staff adherence to state and CARING’s policies and procedures.
* Assists in developing and conducting in-service training programs for staff personnel.
* Explains and interprets the rules, regulations, and customs of the company.
* Maintains petty cash fund, shop rite gift cards and resident financial information and funds. Accounts for all funds with valid receipts and accurate, up to date record keeping that meets the State and Agency guidelines and policy.
* Assumes responsibility for order and discipline of employees and refers those of a more serious nature to a supervisory official.
* Escorts/Transports residents to treatment facilities, day programs, church services, work, recreational activities/outings, and other locations as required.
* Receives visitors and escorts them in a courteous manner, responds to questions dealing with non-professional aspects of organization and refers visitors to appropriate staff members for response to inquiries of a professional nature.
* Responsible for the care provided to the residents to include, but not limited to:
* Administration and/or supervision of prescribed medications, and doctor’s orders
* Follow-Up as directed by resident’s team: DDD Case Managers, supervisors, doctors, dentists, physicians, therapists, behaviorists, etc.
* Implementation of prescribed treatments and orders
* Observation of and instruction in personal hygiene,
* Rehabilitative and restorative nursing, or therapy as prescribed
* Assistance in activities of daily living,
* Necessary documentation of all care.
* Cares directly for residents as assigned. If employee is assigned to a specific resident who requires 1:1 supervision, employee ensures the safety and well-being of that resident while keeping that resident within line of sight and at arm’s length at all times. If the staff member needs to leave the resident’s side, the staff member will seek out another staff to stay with the resident until the staff member returns. The resident assigned 1:1 supervision will always have staff supervision within line of sight and at arm’s length during the hours required.
* Employees working on shift with a resident who requires 1:1 supervision, must assist as requested or assigned in relieving or assisting other staff members who are assigned as the 1:1. When working with a resident who requires 1:1 supervision, the employee must keep that resident within line of sight and at arm’s length at all times.
* Remains on duty until proper coverage for oncoming shift has arrived and is on duty. Failure to remain on shift until proper coverage arrives causes reportable staffing shortages and neglect of resident care.
* Keeps emergency exits and walkways free of obstacles, snow, ice, debris, etc.
* Communicates with DHS and DDD staff as needed or requested. Communicates with supervisor, administration, house managers, CHP staff and CARING, Inc. staff regarding resident or related issues
* Communicates with other agencies (admitting agencies, day programs, etc.) as needed or requested.
* Reports complaints to Director/Deputy Director.
* Keeps currently informed of new and revised personnel policies, state and DDD regulations, directives and other communications. Develops plans and procedures for implementation of such communications. Ensures that subordinates are in compliance with all regulations.
* Investigates problems and makes recommendations for solutions.
* Assists in planning and implementing administrative improvements.
* Expedites and coordinates services such as maintenance, reports, supplies and mail.
* Plans, schedules, and/or attends meetings, conferences and prepares reports thereon.
* Reviews and/or prepares routine correspondence.
* Supervises the maintenance of essential records and files.
* Prepares and coordinates training sessions to maintain a high level of standard.
* Completes other duties as required or requested.
* Completes all duties within regulatory and agency guidelines.
* Compiles information to prepare purchase orders for procurement of materials, supplies, equipment or service. Reviews orders for completion.
* Cooperates with the licensee and the Department of Human Services staff during any inspection or investigation.
* Must successfully complete required DDD Pre-Service Trainings (Overview of Developmental Disabilities, Medication Administration Training, Preventing Abuse and Neglect) and American Red Cross Standard First Aid Training and Cardio-pulmonary resuscitation training within 120 days of employment.
* Must successfully complete Crisis Management or related Behavioral Intervention training as approved by this agency.
* Must keep mandatory certification requirements (i.e. First Aid, C.P.R., TB testing, Medications Training Annual Review, etc.) current and up to date according to licensing standards.
* Must be fingerprinted every two years for DDD State and Federal Criminal Background check requirements.
* Must disclose to CHP Administration any criminal charges or convictions prior to or during employment; and also Motor Vehicle moving violations and suspensions during employment.

**KNOWLEDGE AND ABILITIES:**

* Knowledge of the techniques involved in training individuals with varying degrees of Developmental Disabilities and physical handicaps in areas of self-care and socially accepted behavior to the limits of the residents’ potential.
* Knowledge of physical, mental, and emotional needs of developmentally disabled persons and of the procedures and methods required to provide adequately for such needs.
* Knowledge of the varied housekeeping, safety, and sanitation problems encountered in a home for developmentally disabled persons and of the procedures, methods and equipment required for their solution.
* Knowledge of administrative practices and procedures.
* Knowledge of modern office management principles, procedures, and techniques and their adaptation.
* Ability to physically care for a resident, perform CPR and First Aid, and evacuate residents in the event of an emergency.
* Ability to safely lift residents or other heavy or bulky household items; pull; bend; and push items such as wheelchairs, movable furniture and equipment as needed while caring for, evacuating, transporting residents or performing other job duties.
* Ability to safely shovel or clear emergency exits and walkways of snow, obstacles or debris.
* Ability to develop and initiate general and specialized programs in the group home setting designed to maintain adequate standards of personal care, safety, and emotional wellbeing of developmentally disabled residents.
* Ability to prepare effective work schedules and programs, give suitable assignments to individuals and groups and to supervise the performance of their work.
* Ability to evaluate and assess behavior issues that may arise with clients. Ability to try and problem solve situations, and refer to supervisory staff, behaviorist, or case management as necessary.
* Ability to supervise housekeeping routines.
* Ability to resolve minor personnel problems.
* Ability to assist in developing and supervising an effective in-service training program for employees.
* Ability to interpret the institution’s rules and regulations in a manner easily understood by employees and residents.
* Ability to handle emergency and potentially dangerous situations, to take the prescribed measures necessary for the health, welfare, custody, and safety of residents, and to take and maintain a firm and correct stand when differences of opinion arise among residents or employees.
* Ability to prepare accurate factual reports.
* Ability to maintain essential records and files.
* Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position.
* Ability to acquire knowledge of division and department organization and programs.
* Ability to prepare statistical, financial and other reports.
* Ability to analyze problems and data and take or recommend action.
* Ability to plan and supervise administrative control systems.
* Ability to speak and write effectively and to analyze, edit, review and interpret complex technical material.
* Ability to maintain cooperative working relationships with staff in the group home, supervisors, the department of Human Services staff, etc.
* Ability to supervise assigned employees.
* Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position.
* Ability to operate computer, Microsoft Office, Outlook, Word, Excel and other computer programs required by position.
* Ability to respond to operational emergencies as needed on or off duty.