



Your Independence Inc

Job Description

Job Title: **Assistant Support Manager**

Report to: **CEO/Director or Designated Supervisor**

Job Summary: The ASM position provides direct supervision and training to the individuals in our Home Support Program. The supervision and training will vary in degree of intensity based on the needs of the individuals. The job responsibilities also will include protecting and affirming the rights of individuals while assisting them to achieve greater independence by creating an environment responsive to their needs. Assistant Support Managers will be assigned a number of caseloads to service themselves mostly individuals with Medical Appointments, Financial Budgeting, and housing organization. However, you will be required to fill in on other cases as needed.

Specific Job Qualifications for this position:

- High School diploma or GED
- All staff must be at least 18 years or older
- CPR/First Aid Certification
- Med Delegation
- 8 hour DD Training
- Driver's License
- No points on License
- Car Insurance
- Reliable own working vehicle
- 5 years' experience working with people with Developmental Disabilities
- Clean background check

Major Tasks and Duties:

- Must implement an individual's specific programs as outlined in the individual's program plan
- Must provide input to the individual's Interdisciplinary Team Meetings
- Must document the health and programmatic status of each individual and the activities of the home on an ongoing basis
- Must pass competency-based training in the areas of medications administration, behavior, intervention and other areas of in-service training
- Must be able to maintain the cleanliness of the home, using common household cleaning supplies and equipment
- Must be able to maintain the cleanliness of the individual's laundry/linens using a household washer and dryer

- Must be able to assist in maintaining the outside appearance of the home and vehicle by using common household and yard equipment
- Must be capable of completing financial transactions for the purpose of money management within the established guidelines for the individuals and the home
- Must be capable of reading and adhering to menu planning and recipes
- Must be capable of determining and obtaining needed grocery supplies
- Must be able to prepare meals by utilizing major and minor appliances
- Must be able to implement the behavior interventions programs as written in each individual's plan
- Must be able to implement behavior intervention techniques as written in the crisis intervention procedures
- Must participate and instruct the individuals in recreation and leisure activities using necessary recreation and leisure equipment
- Must be capable of transferring individuals safely in and out of vehicles
- Must be able to correctly and safely operate the vehicle's adaptive equipment
- Must be capable of operating and maintaining the company vehicles in a safe manner
- Must be able to lift up to 76 pounds

Specific Job Tasks and Duties:

- Must be able to meet all the duties and requirements of a Direct Support Professionals and Transportation Drivers
 - Conduct QA are done every 90 days or as needed
- Call client 1x a month. Complete Follow-Along (show up when staff are there every 45 days), FA (dedicated for staff control), QA-Quality Assurance (dedicated for client control)
- Monthly documentation – need to be put out by the 26th of the current month
- Documentation must be reviewed and ensured dated correspond with each other and ensure documentation is completed, neatly and are signatures are there
- SSA – attend emergency meetings, ISP meetings 1x a year, 30 day reviews, and new clients. The State does QA on selected clients. All meetings use Meeting Form
- MUI – Major Unusual Incident must be reported within 24 hours. Extreme things, such as death must be reported within 4 hours. The initial report must be in their office through fax or email
- All Unusual Incidents – staff must document the same day and turned in the next working or business day.
- Five business days of incident to have completed a disciplinary action with staff. Consult Office manager for write up to ensure that it falls under guidelines of policy and procedures.
- On call as needed for emergencies
- Assistant Support Managers report directly to Administrator.

- Assistant Support Managers do 30 days, yearly reviews, schedule and review with HR and direct Supervisor prior to Review.
- Must be able to interpret and implement policy and procedures
- Must be able to market new clients, attend job fairs and provider fairs
- Schedule staffing and efforts done consistently to ensure all clients are receiving quality care
- Assist Transportation Drivers with emergencies
- Provide NMT transportation on routes as needed
- Assist with transportation scheduling of maintenance, dropping and picking up vans
- Conducting Weekly Transportation Checks

Work Environment

The work environment characteristics described here are representative of those an staff encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment will be a home like setting o out in the community while doing community activities such as grocery shopping, doctor appointments, bowling, movies, etc. with varying degrees of background noise. Lighting and ventilation as found in a normal home setting. NO smoking is allowed in homes or vehicles.