



LA CHEIM SCHOOL, INC
Job Description



Job Title: On Call Facility Manager

Work Location: Richmond, CA

Division/Department: Short-Term Residential Therapeutic Program (STRTP)

Reports to: STRTP Program Administrator

<input type="checkbox"/> Full-time	<input checked="" type="checkbox"/> On-Call	<input type="checkbox"/> Exempt
<input type="checkbox"/> Part-time		<input checked="" type="checkbox"/> Nonexempt

Position Description:

The Facility Manager is a core part of the management team of a six-client STRTP Program. The Facility Manager has oversight of the day-to-day operations of residential facilities. Ensures the facility is appropriately operated. Ensures that the program has required program supplies/materials and addresses any residential concerns as they arise. Has oversight of maintenance of the facility, youth and staff schedules, house programs/rules, and operations. Ensures the program is implemented in alignment with program policy and procedures. Addresses personnel issues as they arise. Educates partners on the program and supports the recruitment and enrollment of clients. Provides training to staff as indicated to ensure appropriate competency and secures additional program resources as needed to ensure competency. Manages program expenses. Has direct reports and oversees performance in alignment with ascribed duties.

The Facility Manager must ensure that the STRTP is operated in accordance with all Community Care Licensing Regulations (CCL) and all La Cheim STRTP policies and procedures.

Summary of Responsibilities:

Staff Scheduling, Training, and Supervision

- Aid with training and shadowing of Direct Care Staff.
- **Coach and** facilitate weekly team meetings and trainings.
- Assist with coordination and ensuring that Direct Care Staff attend monthly and scheduled trainings.
- Conduct weekly supervision meetings and monthly individual supervision meetings for all Direct Care Staff leads and
- Ensure safe, well-trained, and cost-effective STRTP staff coverage twenty-four (24) hours per day, seven (7) days per week.
- Complete written employee evaluations and performance reviews.
- Consult administrative warnings with the Administrator.

Program Supervision and Development

- Manage an effective milieu treatment program that meets each client’s treatment needs and treatment plan goals and is supportive of each client’s strengths.
- Enroll new intake clients in school.
- Ensure the consistent application of house rules and the development of an atmosphere of trust and support within the STRTP, with staff utilization of treatment plans, rewards and incentives, and effective use of the key counselor.
- Work as direct care staff as needed to enhance residential program support.
- Role model effective interventions and conduct on-site staff supervision and training.
- Facilitate weekly team meetings.
- Plan in advance for special program activities (birthdays, graduations, holidays, camping trips, guest speakers etc.).

- Request necessary funding from the agency fiscal office and supplies .
- Review monthly client attendance forms and verify submission of forms to the Program Administrator no later than the second day of the month.
- Ensure completion and submission of maintenance request forms for repairs and upkeep beyond the scope of the STRTP staff.
- Complete monthly Health and Safety Inspections of the STRTP; ensure all emergency equipment certificates and tags are current and up to date.
- Monitor and develop membership in outside community programs.
- Monitor client's employment/workability involvement and progress.
- Serve as an integral member of the Continuous Quality Improvement Committee ensuring the collection of information/data on an ongoing basis to aid in quality improvement measures to improve policies, practices, and client satisfaction.
- On-call by phone 24 hours per day on assigned days. May be required to come into work in extreme emergencies or staffing shortages.
- Monitor program performance to ensure compliance with practice standards (i.e., plan of operations, mental health application).

Fiscal Responsibilities

- Ensure that employee payroll is accurate and submitted to Human resources on due dates.
- Ensure that time-off requests and records are accurate, completed, and submitted to the Human resource, notifying staff members in a timely manner of approved time-off requests to ensure shift coverages.
- Maintain accurate logs of client property and monies.
- Monitor the client point system and setup client allowances, incentives, and rewards for the week
- Monitor the distribution, usage, and accounting of the STRTP petty cash.

Communication

- Ensure that significant STRTP information is communicated, in a timely fashion, to all involved team members including school personnel, administration, mental health staff, and STRTP staff.
- Ensure that the Administrator is informed of any critical incidents related to the STRTP.
- Review STRTP communications and documentation to ensure accuracy and consistency (shift notes, shift exchange, incident reports, etc.).
- Ensure positive relationships with STRTP neighbors and other community members.
- Attend and participate in STRTP Meetings.
- Actively support a program in which conflicts are discussed and resolved by both clients and staff. Problem-solving meetings (PSM)
- Coordinate and check in about all house concerns with the Administrator.

Other Duties

- Provide general supervision of clients in accordance with the policies of the facility and Trauma-Informed Principles.
- Support the needs of the clients in a culturally and linguistically responsible manner.
- Proactively support the maintenance of an inclusive and respectful working environment.
- Provides verbal and non-verbal crisis de-escalation and intervention for clients.
- Other duties as assigned by the HOS or Program Administrator/ may be required as La Cheim continues its development.
- Employees are expected to be flexible and responsive to changes in the scope of duties.

Minimum Requirements:

- The Facility Manager shall meet **ONE** of the following requirements prior to employment:
- Have a Bachelor of Arts or Sciences Degree; **OR**
- Have a valid Child Development Teaching Permit; **OR**
- Have completed 12-semester units of Early Childhood Education, Adolescent Development, or Foster and Kinship Care Education and have at least 100 hours of experience working with youth; **OR**

- Have a valid certificate as an Alcohol Counselor, Drug Counselor, or Alcohol and Drug Counselor, and have at least 100 hours of experience working with youth; **OR**
- Have a valid Vocational Training certificate, credential, or documentation demonstrating that the individual is a trade journey person who instructs children in vocational skills and has at least 100 hours of experience working with youth; **OR**
- Have previously been employed as a staff or volunteer at an STRTP or Short-term residential therapeutic center for at least one year; **OR**
- Have relevant experience as determined by the Department of Social Services to meet any of the above requirements.

Desired Qualifications:

- Previous experience interacting with youth in a collaborative manner utilizing and incorporating Trauma-Informed Care Principles.
- Team-orientated personality.

Additional Requirements:

The Facility Manager must have supervisory experience in a Children’s STRTP or STRTP.

Clearances of TB test, physical exam, FBI and DOJ, and other mandatory State/Federal requirements.

Valid California Driver’s License

Maintain active insurance coverage

Clearances of TB test, physical exam, FBI and DOJ, and other mandatory State/Federal requirements.

Report suspected neglect or abuse as a Mandated Reporter.

Physical Requirements:

The following is the extent of the specific activity required for this position:

Stairs – climbing stairs up to 50-100 – up to 2-4 hours, not continuously

Sitting – up to 2 hours, not continuously; standing – up to 4 hours, not continuously

Walking – up to 2 hours, not continuously; bending over – up to 1 hour, not continuously

Crawling – up to 0 hours; climbing – up to 0 hours, reaching overhead – up to a few minutes

Crouching – up to ½ hour, not continuously; kneeling – up to a few minutes

Balancing – up to 0 hours; pushing or pulling – up to a few minutes

Lifting or carrying – 25 pounds or less; repetitive use of feet – up to 0 hours

Repetitive use of hands – up to 0 hours

Grasping – with one or both, simple and firm, for up to 1 hour, not continuously

Fine dexterity - either hand up to 1 hour, not continuously Auditory and visual acuity – 8 hours within normal limits and maybe with glasses, contact lenses, or hearing aids.

Driving cars and vans; Exposure to uneven concrete and blacktop

Exposure to normal dust, heat, and noise

Exposure to emotionally disturbed students who may be physically and verbally violent and require safe physical management

Frequent exposure to office equipment

Equal Opportunity Employer

La Cheim School, Inc. is committed to diversity in its programming and in creating a staff reflective of the populations of the San Francisco Bay Area, and will not discriminate against applicants, employees, or unpaid veterans. We encourage and actively recruit applicants representing a diversity of race, color, age, sex, race, religion, national origin, sex/gender expression, and physical ability.

Print Employee Name:

Employee Signature:

Date