

PARADISE OAKS YOUTH SERVICES

Job Description Facility Manager

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| EXEMPT (Y/N): | No |
| DEPARTMENT: | Residential |
| REPORTS TO: | Assistant Administrator |
| PREPARED BY: | Human Resources |
| DATE: | January 2022 |
| APPROVED BY: | Program Director |

SUMMARY

Under the direct supervision of the Assistant Administrator; the Facility Manager is responsible for the day to day operations of the facility they are assigned to manage. This includes monitoring of client schedules and activities, implementation of the behavior modification program, daily documentation regarding client behaviors, monitoring residential counselor schedules, and maintaining the facility budget. The Facility Manager ensures the facility is in compliance with Community Care Licensing, Title 22 Regulations, Paradise Oaks Youth Services (POYS) policies and procedures, and other applicable regulations and procedures.

SUPERVISES

Not applicable at this time.

DUTIES AND RESPONSIBILITIES

1. Direct supervision and observation of youth during all assigned activities, areas, and shifts. Supervision may include transportation of youth using agency provided vehicles. Supervise youth during shifts in all routine hygiene, recreation, meals, visiting, and other daily and special events and activities.
2. Perform house cleaning functions and food services functions involving the service of food, food services clean up, and the supervision of youth while dining to provide guidance in social graces and appropriate behavior in compliance with California Code Regulations, Title 22, Section 87076.
3. Monitoring and following the daily youth schedules.
4. Application of appropriate disciplinary measures for youth within agency program guidelines. Provide youth with structure, limit setting, and guidance in relation to agency rules and accepted standards of behavior. Actively intervene to correct maladaptive behaviors and model appropriate behaviors for youth.
5. Implementation of youth's individual treatment plans as it pertains to the youth's behaviors.
6. Completion of youth documentation including, but not limited to, point sheets, behavior logs, monthly reports, and quarterly reports.
7. Able to apply their training on trauma-informed care when working with the youth we

serve.

8. Direction and guidance of assigned subordinate employees to ensure assigned responsibilities and duties are accomplished effectively, efficiently, and within authorized budget limitations.
9. Completion of other duties consistent with the above as assigned by direct supervisor.

QUALIFICATIONS

1. Bachelor's of Arts or Sciences degree from an accredited college or university; **OR** two years' experience working with emotionally disturbed youth.
2. Must be able to interrupt physical altercations, respond to injury and/or life threatening crises, hear interactions among youth or call for assistance from staff, to walk, run, climb, lift 25 lbs., speak clearly, give clear and concise directions, and use their mental faculties to make appropriate judgments in all areas that affect major life activities of child care and protection.
3. Successful completion of Pro-ACT certification within 3 months of employment.
4. Valid California Driver's License required, must meet agency requirements for driving a van.

WORKING CONDITIONS

The Facility Manager position requires the person to communicate effectively and be flexible in work schedule to provide optimal hands-on training. Work may require frequent weekend and evening work.

NON-EXEMPT STATUS

The position is a non-exempt as defined under Order 5-2001, Department of Industrial Relations, Public Housekeeping Industry.

DOCUMENTATION OF HOURS

Time cards are to be completed and submitted for actual hours worked. This is a non-exempt position and documentation of actual hours worked is required to track hours for sick days and vacation days.

ACKNOWLEDGE

I certify that I understand that this job description is not intended to be all inclusive, and that I am expected, and agree, to perform other job tasks properly assigned to me by my supervisor. I understand, and agree, that Paradise Oaks Youth Services has the legal right to revise or change job descriptions and responsibilities as business needs arise or change. I understand, and agree, that this job description does not constitute a written or implied contract for employment; it is a written management tool for efficiently assigning work to employees.

Employee Signature

Date

Human Resources Director

Date

STRTP Job Description 01.2022 / Facility Manager 1 / 01.05.2022