

# Apostolic Christian LifePoints

## *Job Description*

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<b>Position:</b>	<b>Residential Services Director (RSD)</b>
<b>Facility:</b>	<b>ICF/DD-16</b>
<b>Department:</b>	<b>Program</b>
<b>Reports to:</b>	<b>Administrator (Group Home)</b>
<b>Supervises:</b>	<b>Assistant RSD</b>

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**Scope of Position:** The primary purpose of your job position is to plan, organize, develop, and direct the overall operation of the ICF/DD-16 Group Home in accordance with current applicable Federal, State, and Local standards, guidelines and regulations, and established policies and procedures as directed by the Administrator to assure that the active treatment needs of the residents are met/maintained on an individual basis.

### **Qualifications:**

1. Ability to read, write and speak the English language
2. Must be a minimum of twenty-one (21) years of age and of good moral character
3. Must possess educational requirements necessary to be a Qualified Intellectual Disability Professional (QIDP) as defined by state and federal guidelines
4. Must have, as a minimum, one (1) year working directly with individuals with developmental disabilities.
5. Prefer one to three (1-3) years previous experience in a supervisory or management role.
6. Prefer one (1) year previous experience as a QIDP.
7. Must function independently, demonstrate personal integrity and have the ability to work effectively with residents, administrative personnel, consultants, vendors, and others.
8. Must qualify for and attain Licensed Nursing Home Administrator License within two years starting in the role. (required starting 8/10/2023)

### **Core Expectations:**

1. Support and promote the Mission & Vision of the agency.
2. Meet the Agency expectations for attendance, dress code, and working cooperatively with other employees
3. Follow the safety requirements for agency and department
4. Respect the rights and dignity of residents
5. Maintain timely and accurate documentation as appropriate for the department including recording and retrieval of data in the electronic charting system
6. Develop resident ISP, provide case management and follow up appropriately as an advocate
7. Provide leadership to and personnel management for direct and indirect reports

### **Job Responsibilities:**

1. Assist in the development, administering, and coordinating of program policies and procedures in accordance with current rules, regulations, and guidelines that govern such facilities
2. Participates in surveys (inspections) made by authorized government agencies
3. Make routine inspections of the facility to assure that established policies and procedures

- are being implemented and followed
4. Assume the authority, responsibility and accountability of directing the day to day operations of the department
  5. Seek to standardize the methods in which work will be accomplished among programs and facilities
  6. Review and interpret available reports (e.g. budget, staffing, recruitment) and make operational adjustments or recommendations to senior leaders to ensure stewardship of agency resources.
  7. Keep abreast of rules and regulations at the state and federal levels pertaining to the programs, residents, and facilities
  8. Manage the Assistant RSD in the review and evaluation of the department's work force and makes recommendations to the Administrator
  9. Manage the Assistant RSD in personnel management to include interviewing, selection, scheduling and ongoing evaluation of personnel for the department as appropriate.
  10. Develop and implement training procedures for new and current employees
  11. Maintain a working knowledge of current federal, state and other regulatory bodies, as well as professional standards, and make recommendations on changes in policies and procedures to the Administrator
  12. Make recommendations regarding equipment, supply, and other facility needs
  13. Lead the resident Interdisciplinary Team Meeting (IDT)
  14. Act as the QIDP to develop, implement, monitor, document and make changes to the ISP as required by regulations or as necessary to support the individual
  15. Provide residents with information concerning resident rights, funds, choices, life planning and other topics and explain as necessary
  16. Coordinate with other services to ensure continuity of the residents' total regimen of care
  17. Is on call as needed

**Other Responsibilities:**

1. Focus on meeting customer needs (staff, residents, families)
2. Report any violations of resident rights to appropriate human rights staff
3. Maintain a positive, caring attitude throughout the workday
4. Use a team approach and help others
5. Display effective communication skills through proper interaction with residents, families and co-workers
6. Conduct yourself in a way that conveys an attitude of trust and dependability with co-workers
7. Report for work every scheduled day, on time and follow rules for the time clock
8. Respond to staffing needs of the department including calls for help when short staffed
9. Participate in department meetings and maintain appropriate number of in-service hours
10. Practice safe work habits and report all accidents/incidents to immediate supervisor as soon as they occur and complete required incident report
11. Maintain confidentiality of all resident information to assure resident rights are protected

**Physical and Sensory Requirements:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Able to bend, stoop, and move intermittently throughout workday
2. Possess stamina to spend much of the workday standing or moving around
3. Possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately
4. Possess emotional stability to work respectfully and harmoniously with residents and other staff
5. Able to use a computer, phone, etc. as required.
6. Required to lift residents, medical equipment, supplies, etc., no greater than 50 pounds.

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## Job Description Review

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I have read or have had this job description read to me and I fully understand the job description, its requirements, and that I am expected to complete all duties as assigned. I understand that the job duties may be altered from these duties. I have noted below any accommodations that are required to enable me to perform these duties.

I understand that in this position I will be exposed to body fluids which may be infectious. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination. I also understand that the facility will follow any other laws regarding testing of residents if I am potentially exposed to blood.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination must be made in accordance with the Agency Personnel Policy.

Employee Name (print): \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_