



Habilitation Home Lead Job Description

The HAB Home Lead works with clients 18 years and older who live with chronic mental illness. The HAB Home Lead manages one of the agency-owned 5-person houses, engaging with clients who are working to be more independent. Clients determine the goals they desire to work on and identify what supports they need from staff. The HAB Home Lead supervises staff as they assist clients in adaptive skills development, activities of daily living, community inclusion, transportation, and adult education supports. The HAB Home Lead is responsible for the general operation and functioning of the assigned home. This full-time position is primarily M-F, 9AM-5PM, but may need to work occasional nights and weekends if coverage is needed.

Core Duties:

DIRECT INTERACTION WITH CLIENTS

- Serving as primary counselor and directing staff in providing support to clients.
- Facilitating progress toward client goals.
- Coaching and counseling
 - ✓ Identifying triggers and helping clients develop symptom management strategies and coping skills.
 - ✓ developing natural supports and encouraging community integration.
 - ✓ mitigating barriers and working toward independence.
 - ✓ improving and building life skills.
- Enhancement of daily life and quality of life
 - ✓ building supports in the community and through development and maintenance of interpersonal relationships.
 - ✓ supporting organizing and structuring of client's schedule and daily, weekly, and monthly routines.
 - ✓ monitoring physical health and encouraging healthy practices.
- Advocating for and assisting clients in accessing community resources.
- Transporting clients for necessary appointments and other obligations as needed and/or included in their service plan.
- Maintaining daily contact with clients.
- Conducting regular house meetings.
- Communicating with Care Coordinators and others on client's care team.

SUPERVISION OF STAFF

- Responsible for orientation and on-going training for house staff.
- Meeting weekly or as scheduled with staff.
- Conducting 90 day and annual reviews.
- Establishing coverage needs and scheduling staff.
- Maintaining awareness of client contact hours.
- Conducting monthly house staff meetings.
- Responsible for information sharing and building a team among all house staff.

Management of Assigned house

- Ensuring that clients and staff have the supplies they need to maintain the house, their personal hygiene, and work efficiently.
- Reporting repairs and upgrades to maintenance staff.
- Monitoring and maintaining house budget and determining best use of resources.
- Working with SL Medication Manager to make sure residents' medications are stored safely, are available when needed, and are documented so that SL meets state requirements.

SERVICE DOCUMENTATION

- In compliance with Chapter 24, state, federal, agency and other required guidelines:
- Completing client notes within 24 hours
- Submitting Incident Reports within 24 hours
- Responsible for reviewing staff documentation and assuring that it meets the guidelines.
- Responsible for collecting statistics, as assigned.
- Maintaining client files.
- Other documentation as required

TEAM AND AGENCY PARTICIPATION

- Attending all scheduled Lead meetings.
- Participating in additional training as assigned.
- Other duties as required and/or assigned.

PROFESSIONAL RESPONSIBILITIES

- Following through with a consistent schedule and adherence to deadlines.
- Completing all paperwork as assigned by supervisor.
- Meeting with Housing Director weekly or as scheduled.
- Treating all colleagues, clients, members of the public with dignity and respect.
- Prompt, professional and responsive communication with clients, fellow staff, supervisor—whether face to face, by phone, electronic device or in writing.
- Following all agency policies and procedures.
- Reflecting a professional image by dress, personal appearance, and behavior.
- Maintaining confidentiality and following HIPAA guidelines

DIRECT SUPERVISOR Housing Director

QUALIFICATIONS:

REQUIRED

- Minimum of a two-year degree or equivalent.
- 2 plus years of previous Human Service experience.
- Previous supervisory experience required.
- Pass multiple background checks, including but not limited to dependent adult/child abuse and criminal background check and driving records check.
- Maintain valid driver's license and reliable, privately insured car, as well as meeting the agency's requirements for agency insurance coverage.

PREFERRED

- Bachelor's degree in Human Service field including 2 plus years of Human Service experience.

KEY SKILLS

- Ability to work and engage with a wide variety of people
- Problem solving
- Active listening
- Ability to work independently and collaboratively
- Adaptability
- Ability to meet deadlines
- Adequate writing skills for writing client notes and communicating clearly with others.
- Basic computer literacy.
- Ability to build a team and delegate.

COMPENSATION:

Salary: Salaried/Exempt- \$27,040 initial. \$28,080 after successfully passing probation

- \$100.00 sign-on bonus after successful completion of probationary period
- Competitive Benefits Package including, but not limited to
 - ✓ Health Insurance (employer-employee funded)
 - ✓ IRA (optional) after earnings of \$4,000
 - ✓ Vacation/Sick
 - ✓ Holiday pay
 - ✓ Mileage Reimbursement
 - ✓ Employee Assistance Program (EAP)
 - ✓ Staff Development & Training