

COMMUNITY LIVING SUPPORT MANAGER

JOB SUMMARY

The Community Living Supports (CLS) Manager provides leadership for CLS Department at IKUS Life Enrichment Services. The Manager will lead, monitor, train, teach, and assist individuals with disabilities in the areas of community skills while maintaining positive community involvement. Participate in the planning, documentation, and evaluation of Community Living Support (CLS) plan as stated in Person-Centered Planning (PCP) process and that is consistent with Recipient Rights, HIPAA and organizational procedures. Model appropriate behavior to clients served. Assist and advocate on clients' behalf on becoming acclimated to the community as well as encourage building positive community relations. The Community Living Support Manager will be responsible for administrative duties as well as lead, direct, train, and evaluate Community Living Support Mentors.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

- Oversee the day-to-day services of the IKUS CLS program
- Work 10-15 hours of 1-on-1 CLS client shifts per week
- Relate, interact, and communicate positively with the clients served in Community Living Supports
- Support and assist the clients in developing skills that will further their independence, increase their community involvement, and improve their quality of life
- Display, mentor, role model professional conduct, a positive attitude, and team building
- Assist in the hiring and scheduling of CLS Mentors
- Supervise, train, and evaluate Mentors
- Recognize and acknowledge exemplary performance by Mentors
- Attend PCP meetings and conduct staff meetings
- Verify that all CLS Mentors complete CLS and Skill Building billing
- Visit CLS Mentor and client during service delivery to ensure quality services
- Communicate with Clients, Families, Supports Coordinators, and Staff routinely
- Follow Contract Providers guidelines for client supervision
- Safely transport CLS clients in IKUS vehicles to and from their home and community outings
- Document all relevant information on billing sheets, data collection sheets, and Incident Reports in a timely and professional manner
- Provide a safe and healthy environment by cleaning buildings and materials that are being used by CLS service
- Implement client CLS plan and goals including assisting clients with direct care needs, daily housekeeping, etc
- Perform other duties as assigned

MINIMUM REQUIREMENTS

- BA/BS degree from an accredited university or institution of higher learning; equivalent related employment experience may be considered in lieu of degree.
- Demonstrated experience working as a member of a team.
- Strong written and verbal communication skills. Able to assess and effectively communicate strategies to resolve work related challenges.
- Demonstrated ability to work with people with neurological, psychological and physical disabilities.
- Ability to work with a minimal amount of direct supervision—must be ethical and have a high degree of integrity/honesty.
- Strong organizational and time management skills.
- Able to adapt to various personalities and work environments.
- One or more years working with individuals who have a diverse background or disabilities.
- Valid Michigan driver's license with driving record acceptable according to IKUS policy.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.