



POSITION DESCRIPTION

POSITION TITLE: Home First Residences and Age-In-Place® Manager

LOCATION: 2501 18th Street NE, Washington DC., 20018

REPORTS TO: Director of SeaburyDC

FLSA CLASSIFICATION: Exempt

DATE OF REVISION: October 19, 2022

Organization

Seabury Resources for Aging® is a private, not-for-profit corporation registered in the District of Columbia which provides various services to enhance the quality of life for older adults. Seabury's mission is to provide personalized, affordable services and housing options to help older adults in the greater Washington, DC, area live with independence and dignity. Seabury strives to continue to be the trusted community leader in aging services.

Overview of the Role

The Home First Residences and Age-In-Place® Manager is responsible for managing the day-to-day operations of three group homes that serve Older Adults and low-income clients and the Age-In-Place® program which utilizes volunteers to help senior households through in-person and virtual projects.

Department

This department provides the vision and mission of the agency. It's a position that is critical to the daily operations and growth of the agency.

Responsibilities

- Supervise Volunteer Coordinator, Home First, and Age-In-Place® program staff.
- Oversees the 24/7 operations of the three group homes comprising Home First Residences.
- Coordinates regular management meetings to review resident care plans, discuss emergent care issues and analyze organizational risk.
- Assures compliance with Resident Bill of Rights; HIPPA, other regulatory, grant, and programmatic requirements
- Ensure that all fiscal and programmatic reports required by funding sources are submitted accurately and timely.

- Responsible for identifying new funding sources and working with Seabury's Advancement team on grants, reports, and solicitations.
- Oversees the collection and management of service and program data.
- Develop and maintain productive working relationships with other Seabury Program Directors and Managers, external programs, and other agencies.
- Manages financial performance of the program in keeping with the established budget; collects fees from residents and monitors cash flow.
- Oversees the operation of the Age-In-Place® program.
- Assures that residential facilities are safe, attractive, and functioning properly through preventive maintenance measures, regular cleaning, and other activities.
- Oversees building repairs and projects.
- Develops resident Program Agreements.
- Recruits, orients, trains, evaluates the performance of and disciplines/terminates program staff.
- Ensures that professional staff maintains any required licensure and certifications.
- Prepares a monthly report for the SeaburyDC Director.
- Attend weekly and monthly meetings with SeaburyDC Director.
- Maintains complete and up-to-date personnel and client files, licenses, insurance, contracts and evaluations, and any corrective action plans or documentation.
- Maintains a current policy and procedures manual for the program.
- Supports the work of the Home First Advisory Council and participates in coalitions focusing on long-term care issues.
- Network with external stakeholders in the aging, senior housing, and healthcare industries.
- Keeps the COO, and SeaburyDC Director apprised in a timely manner of all developing issues regarding funders, licensing authorities, residents, and their families.
- Ensure the program is in compliance with all local and state regulations.
- Performs other duties as required.

Key Qualifications

- Possession of a bachelor's or advanced degree, preferably in Social Work and/or Health Science related fields.
- 3+ years in program management.
- Experience providing direct care or case management.
- Familiarity with the needs of persons living in residential care facilities and a working knowledge of home maintenance.
- Knowledgeable about regulatory agencies, local regulations, and laws governing residential program implementation.
- Working knowledge of Microsoft Office applications and computer-based data management systems.
- Excellent interpersonal skills and ability to work well as part of a team
- Must be knowledgeable of issues and challenges that impact older adults.
- Must be sensitive, courteous, and respectful to the needs of older adult participants.
- Ability to work well under pressure and manage sensitive or controversial subjects with tact, kindness, and professionalism.
- Excellent written, oral, and interpersonal skills.

Work Environment: Standard office environment

Equipment Used: PC/laptop, computer printer, camera, office copier, telephone, facsimile machine, shredder, and standard office equipment.