



## 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 Lead may need to work occasional nights and weekends if coverage is needed.

Apply at <https://www.icsuccess.org/careers>

### Core Duties:

#### DIRECT INTERACTION WITH CLIENTS

- Serve as primary counselor and directing staff in providing support to clients.
- Facilitate 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.
- Advocate for and assist clients in accessing community resources.
- Transport clients for necessary appointments and other obligations as needed and/or included in their service plan.
- Maintain regular contact with residents, at least 20 hours/week.
- Conduct regular house meetings, at least monthly.
- Communicate and develop strong rapport with members of client's care team including Care Coordinators and/or case managers.
- Work to ensure regular contact between staff and residents, work on client goals daily and minimum contact hours are met.
- Assure all residents maintain rental and service agreements, work on goals daily, are encouraged to connect with their community and are supported towards improving mental health.

#### SUPERVISION OF STAFF

- Responsible for orientation and on-going training and development of house staff.
- Meet with House Team weekly and as scheduled with staff.
- Conduct 90-day and annual performance reviews.
- Oversee and manage weekly coverage needs, scheduling and hiring of staff.
- Maintain oversight of client contact hours, ensuring minimum contact hours are met.
- Conduct monthly house staff meetings.
- Responsible for information sharing and building a cohesive team amongst all house and agency staff.
- Provide on-call back-up to staff and residents in case of emergencies.

#### MANAGEMENT OF ASSIGNED HOUSE

- Ensure that clients and staff have the supplies they need to maintain the house, their personal hygiene, and work efficiently.
- Report repairs and request upgrades to maintenance staff and Housing Director.
- Monitor and maintain house budget and determining best use of resources.
- Work with House Program Medication Manager to make sure residents' medications are stored safely, are available when needed, and are documented so that SL safety practices are maintained and meets state requirements.
- Run an emergency practice safety drill at least 1x/month, and document.
- Collect rent monthly.
- Assure safety of the house, residents, staff and property.

#### SERVICE DOCUMENTATION

- Ensure ongoing compliance with Chapter 24, state, federal, agency and other required guidelines.
- Assure that all client notes are completed within 24 hours with at least satisfactory quality.
- Submit Incident Reports to House Director for approval within 24 hours of incident.
- Responsible for reviewing staff documentation and assuring that it meets all guidelines.
- Responsible for collecting statistics and tracking of pertinent information, as assigned.
- Maintain orderly and complete client files.
- Complete and maintain other documentation as required.

#### TEAM AND AGENCY PARTICIPATION

- Attend all scheduled Team and other meetings as required by the House Director.
- Participate in additional training as assigned.
- Complete other duties as required and/or assigned.

#### PROFESSIONAL RESPONSIBILITIES

- Maintain a consistent, clearly communicated work schedule and adhere to deadlines.
- Complete all paperwork as assigned by supervisor.
- Meet with Housing Director weekly or as scheduled.
- Treat all colleagues, clients, members of the public with dignity and respect at all times.
- Maintain prompt, professional and responsive communication with clients, fellow staff, supervisor— whether face to face, by phone, electronic device or in writing.
- Follow all agency policies and procedures.
- Reflect a professional image with dress, personal appearance, and behavior.
- Maintain confidentiality and follow 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
- Ability to supervise and manage effectively.
- 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 an effective team and delegate.

**COMPENSATION:**

Salary: Salaried/Exempt - \$32,240.00

- \$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

**EMPLOYMENT AGREEMENT:**

I have received a copy of the Hab Home Lead job description and I agree to comply with the description while I am employed at Successful Living. I am able to perform the duties as listed without accommodation. I will indicate below if accommodation(s) are needed.

I agree to provide a 30-day notice if I choose to leave this position.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Authorized Staff (Position Title): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

