

Designated Manager

Job Description

Reports To:	Direct Reports:	Telework Eligible:
Employment Status:	Classification:	Benefits:

POSITION SUMMARY

The Designated Manager is responsible for overseeing the 245D team to provide support to those under the 245D Service Program. The Designated Manager will ensure service delivery, compliance, and training for their team and will develop a customized plan that helps the client achieve their goal.

ESSENTIAL JOB FUNCTIONS

- Manage 245D services, ensuring the needs of the client and the organization are met
- Market current service lines and products to clients, families, case workers and other entities
- Ensure professional growth and development of the 245D team through training and performance feedback
- Assist Designated Coordinator with determining if clients qualify for the 245D Program and secure necessary paperwork
- Assist with referral intake process for the office, including conducting visits in the home and ensuring quality services are being provided to client
- Investigate internal and external client complaints, including neglect/abuse of vulnerable adults
- Assist in meeting financial benchmarks and revenue goals
- Provide leadership, training, and support to office and nursing staff
- Oversee compliance for 245D documentation and supervision
- Maintain strict confidentiality regarding client and employee information
- Ensure staff receive necessary training and education
- Recruit, hire, train, and effectively manage staff to successfully work with a diverse population
- Provide performance feedback to staff on a regular basis, and address any performance concerns in a timely manner
- Plan, attend, contribute and facilitate weekly staff meetings.
- Performs other related duties as necessary or assigned

QUALIFICATIONS

Must meet the Designated Manager qualifications in accordance with 245D requirements, minimum of three years of supervisory level experience in a program providing direct support services to persons with disabilities or persons age 65 and older; and must minimally have:

Designated Manager

Job Description

1. a baccalaureate degree in a field related to human services, and one year of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older;
2. an associate degree in a field related to human services, and two years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older;
3. a diploma in a field related to human services from an accredited postsecondary institution and three years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older; or
4. a minimum of 50 hours of education and training related to human services and disabilities; and
5. four years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older under the supervision of a staff person who meets the qualifications identified in clauses (1) to (3).

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that may 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.

	0%	0-33%	34-66%	67-100%		0%	0-33%	34-66%	67-100%
Lift/Carry: 0-10lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Push/Pull: 0-25lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift Carry: 11-20lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Push/Pull: 26-50lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift Carry: 21-50lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Push/Pull: 51-75lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift Carry: 51-100lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Push/Pull: 76-100lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend 60°	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twist/Turn	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stand/Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Overhead Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladder/Stair Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rotate Positions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Write	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Speak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mobility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fingering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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SKILLS AND ABILITIES

The skills and abilities checked below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

<input checked="" type="checkbox"/>	Excellent verbal and written communication skills	<input checked="" type="checkbox"/>	Excellent interpersonal and customer service skills
<input checked="" type="checkbox"/>	Organizational skills and attention to detail	<input checked="" type="checkbox"/>	Time management skills
<input checked="" type="checkbox"/>	Proven ability to meet deadlines	<input checked="" type="checkbox"/>	Strong analytical and problem-solving skills
<input checked="" type="checkbox"/>	Prioritize tasks and delegate tasks when needed	<input checked="" type="checkbox"/>	Act with integrity, professionalism, confidentiality
<input checked="" type="checkbox"/>	Proficient in Microsoft Office Suite	<input type="checkbox"/>	Proficient in advanced math/accounting
<input type="checkbox"/>	Bilingual:	<input checked="" type="checkbox"/>	Ability to deliver presentations

I have reviewed this job description and I understand the outlined job duties and responsibilities. I am able to perform the essential job functions above. I understand that my job may change on a temporary or regular basis according to the needs of the Company without it being specifically included in this job description. I understand that if I have any questions about the job duties for this role, I will reach out to my supervisor or Human Resources.

Employee Signature

Date

Supervisor Signature

Date