



Adult Family Home Resident Manager Job Description

In 2001, a dedicated group of community members and local leaders founded a non-profit organization aimed at serving the elderly population in their area. Initially starting with a small home in the heart of the community, the organization focused on providing a nurturing environment where residents could thrive.

In 2010, with the help of generous donations and community support, they opened a newly designed facility in a serene neighborhood surrounded by trees and gardens. This state-of-the-art residential center accommodates six residents, offering a warm and welcoming atmosphere. The staff of caregivers is celebrated for their kindness and expertise, ensuring that each individual receives personalized attention and care tailored to their needs. The organization remains committed to enhancing the lives of its residents through compassion and community engagement.

[Name of AFH] is looking for a full-time Resident Manager to oversee daily operations, manage staff, and provide care to residents. The Resident Manager will have 24/7 responsibility for the facility's oversight. The ideal candidate should have 3 to 5 years of experience in caring for elderly residents in a long-term care setting, along with 2 to 4 years of management experience.

Resident Manager

The Resident Manager will report directly to the owner of the Adult Family Home. Compensation: \$50,000 - \$62,000 per year, depending on experience.

Benefits: Health, vision, and dental insurance are provided.

Weekly Hours: 40 hours per week, with on-call responsibilities for emergencies.

Employee Type: Full-time.

Qualifications

- Valid driver's license
- High school diploma or equivalent
- Licensure/certification as CNA/HCA, LPN, or RN preferred
- Completion of Washington State Adult Home Administrator Training within 90 days of hire
- Meet qualifications specified in WAC 388-76-10130
- Strong writing skills
- Management or supervisory experience with the ability to direct the work of others
- Possession of a valid first aid and CPR certification
- Completed criminal background check and national fingerprint check

Qualifications con.

- Two-step TB test completion
- Knowledge of and ability to comply with applicable laws and regulations for Adult Homes in Washington State
- Ability to maintain or oversee the maintenance of financial and other records
- Must be 21 years of age or older
- Ability to manage physical demands and use required equipment

Job Responsibilities/Duties

1. Establish the facility's policies, programs, and budget.
2. Recruit, hire, train, and evaluate qualified staff; terminate employment if necessary.
3. Provide direct care or supervision to residents based on their individual care plans and needs.
4. Maintain 24-hour responsibility for the day-to-day operations of the facility, ensuring a minimum of 20 hours in the facility per week.
5. Advise the owner of the Adult Family Home on the facility's operations and developments in care and supervision.
6. Develop administrative plans and procedures to define lines of responsibility, workload distribution, and staff supervision.
7. Create a comfortable living environment for residents and foster positive, productive relationships with staff.
8. Ensure that services provided to each resident comply with relevant laws and regulations, including those outlined in each resident's individual needs and service plans.
9. Regularly participate in delivering direct care services to residents.
10. Participate in resident assessments and oversee data collection.
11. Communicate program objectives and implementation systems effectively to all residents and staff involved.
12. Oversee the thorough completion of documentation.
13. Address all facility needs, including but not limited to basic care and personal management, medications, facility maintenance, housekeeping, resident and client funds, recreational and social activities, medical and hygienic needs, menu planning, marketing, vehicle care, and maintenance.
14. Distribute workload fairly and effectively among staff members.
15. Attend and facilitate weekly staff meetings with facility personnel.
16. Organize and facilitate "house meetings" with staff and consumers when appropriate.
17. Participate in the medication review process, if applicable.
18. Attend designated training sessions and in-service programs.
19. Oversee daily business operations, including client notes documentation, medication audits, and management of personal and incidental funds. Monitor maintenance staff to ensure the facility is well-maintained in a timely manner.



Job Responsibilities/Duties con.

- 20. Report all incidents and occurrences to the owner, including any incidents of possible abuse or neglect.
- 21. Plan for emergencies and disasters to ensure the safety of residents.
- 22. Perform other duties as assigned by the owner of the AFH.

**Qualified applicants may request additional information or send resumes to
[Email Address]**