

## Site Manager

### Job Responsibilities

The Site Manager for Metro Care Human Services & Home Sweet Home of MN will be responsible for the following duties but not limited to:

- Supervises staff and manages the site
- Oversee clients on site
- Follow medication administration and procedures, as delegated and directed by the company RN/DHS
- Assistance with residence community and vocational programs
- Assist in client admission process
- Implementation of services provided to the individuals as designated in their support plans
- Household management and upkeep, may include meal prep and making
- Transporting clients to appointments and one on one with clients
- Checking documentations for accuracy and reviewing the MAR
- Complete paperwork as required.
- Maintenance of the site programs, procedures, and emergency protocols
- Assistance with self-cares, for residences as needed
- Ability to be on-call for site emergencies (including nights, weekends, and holidays)
- Ensure compliance with state rules and regulations
- Respond to emails within 48 hours or sooner
- Complies with company policies and procedures, plans and vision
- Implements and enforces systems, policies, and procedures for all staff
- Complete company required trainings as scheduled & any re-trainings as needed
- Assign and monitor work, gather resources, implementing productivity standards, resolving problems, maintaining reference manuals and implementing new procedures
- Conducts staff training
- Accomplishes staff job results by coaching, counseling, and disciplining staffs as necessary
- Other duties as assigned

### Requirements:

- High school diploma
- Minimum of two years field work experience in human services
- Minimum of 1-year managerial experience
- Valid drivers license with acceptable record and access to a reliable vehicle
- Ability to be on call for evenings, weekends and holidays
- Excellent written and verbal communication skills