



Job Description

Job Title: Day Hab Manager
Department: Client Services
Reports to: Assistant Program Manager

Summary:

The Day Hab Manager directs and manages the operations and activities of the Day Habilitation Program to comply with all rules, regulations, and policies that apply. The Day Hab Manager is responsible for supervision and oversight of Day Hab Staff, as well as a variety of duties related to the overall care of individuals with developmental disabilities who reside in Acorn Healthcare Services residential programs. This includes direct care of program individuals and implementation of individual plans (IPs) and behavior support plans (BSPs). Day Hab Managers are required to perform all duties in accordance with Home and Community-based Services (HCS) requirements and Acorn Healthcare Services policies and procedures.

Essential Duties and Responsibilities:

- Supervises Day Hab Staff (DHS), ensuring assigned duties are completed.
- Oversees each individual's day activity schedule and maintains a weekly appointment calendar.
- Sets DHS schedules and assigns groups.
- Coordinates trainings for DHS.
- Attends and leads meetings and training sessions as required by Acorn Healthcare Services, including those related to individual IPs, BSPs, Individual-Specific Needs, and RN Delegation;
- Assists and documents implementation of plan goals, targeted behaviors and interventions;
- Ensures cleaning and maintenance of the day program is completed as needed;
- Ensures each individual's rights are protected;
- Treats all individuals, coworkers, and subordinates and with dignity, respect, and fairness;
- Administers medications to individuals as assigned;
- Observes individuals for any changes in behavior or health that may have resulted from medication administration;
- Ensures individuals are dressed neatly and appropriately and are groomed at all times;
- Ensures that individuals receive nutritional meals based on individual needs and preferences;
- Keeps the day program space clean, organized, and tidy and encourages participation in cleanup activities as appropriate;
- Observes individuals for evidence of injury or bruises and evaluates for changes in emotional and physical status;
- Reports any noted problems to the Administrator immediately and completes a written incident report form;
- Reports all medical related incidents to the delegating nurse;
- Acts as a representative for Acorn Healthcare Services in a professional manner when required, to families, service coordinators, State officials, community partners, local businesses, and employers;
- Maintains confidentiality;
- Collaborates with Administrator to accomplish purchasing for the day program and for individual personal needs;
- Assists the Case Managers in the preparation for annual Service Planning Meetings;
- Provides support to other team members when individuals are experiencing behavioral issues;
- Documents all program data, including but not limited to: individual plan data, behavior support plan data, service delivery logs, health data (seizure charts, bowel movements,



intake/elimination, vital signs, etc.), mileage logs, maintenance request forms, and supply acquisition forms;

- Ensures that all documentation is completed accurately and in a timely manner;
- Ensures Medication Administration Record (MAR) entries are completed accurately;
- Reviews service delivery logs daily;
- Addresses reports of unsafe conditions, environment, and equipment, reports resolution to the Administrator;
- Follows safety protocols to foster a safe working environment; and
- All other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Excellent verbal and interpersonal communication skills; ability to communicate clearly with clients and staff members.
- Ability to work in a demanding environment and handle multiple tasks efficiently and effectively.
- Ability to understand and follow directions from supervisor and the ability to gain comprehensive knowledge of regulations and laws.
- Ability to safely and accurately care for people with medical and mental disabilities and to recognize and report any noted concerns.
- Ability to adjust to changing priorities and the various details of the job.
- Ability to work with minimal supervision.
- Must have reliable transportation.
- Must have a basic understanding of intellectual and developmental disabilities.
- Must be organized, attentive to detail, and have effective problem-solving skills.
- Must be independent and able to manage crises.
- Must be excellent with follow up and deadline achievement.
- Must be compliance and mission driven.
- Must demonstrate the ability to professionally represent Acorn Healthcare Services at all times.

Education/Experience:

High School Diploma or GED is required and two years' experience providing support to people with Intellectual and Developmental Disabilities and/or supervising others. Must have a valid Texas Driver License with a good driving record. Must be able to pass a background check per HCS requirements.

Working Conditions and Environment

- Works in Day Habilitation Program center, with some travel required.
- Normal workweek will be Monday through Friday during regular business hours.

Employee Signature

Date

Administrator/Program Director Signature

Date