

Resource Manager- Bridges ISL Program

The Resource Manager is the leader of each ISL team. He or she is responsible for effective team functioning. His/her position consists of providing direct support to the ISL client(s) with added on-call, leadership and management functions. We assist Bridges consumers to strive to be and do their own personal best and to have the best life experience possible.

Supervisor: Coordinators of ISL Program

Supervisees: Direct Support Specialists

Essential Job Function

Assure operation of a clean, safe, comfortable, personalized; and friendly home.

Maintain standards as outlined by the Department of Mental Health or other funding sources.

Guide staff in proper use of the consumer's yearly plan and goals.

Guide staff in the operation of the home.

Work flexible hours according to consumers' needs.

Schedule the staff.

Assure that consumers receive regular preventive medical and dental care.

Provide protective oversight as needed and specified in the consumer's yearly plan.

Assure that the consumer receives immediate medical attention for any problem.

Participate in the development of the consumer's yearly plan.

Assure that the consumer eats nutritious meals based upon his or her choices and resources.

Be a role model for the consumer in a nutritious, healthy lifestyle.

Assist the consumer to live within his or her means and ensure that any purchases exceeding \$100 are pre-approved in writing by the appropriate coordinator.

Administer medications as needed.

Transport consumers in your own automobile as needed.

Must be able to work alone with consumers.

Maintain a reliable automobile, valid driver's license and current auto insurance and notify your supervisor immediately of any changes in this regard.

Attend monthly ISL Resource Manager's meetings.

Other Responsibilities and Paperwork

Complete financial paperwork and submit it to the office by the deadline.

Assure that consumer's bills are paid on time.

Assure that the consumer is receiving all public benefits to which they are entitled.

Maintain up-to-date consumer files on-site.

Turn in staffing schedules with total hours circled at the bottom by the 5th of each month.

Complete all required training (see the reverse side of this page).

Maintain a positive professional relationship with the consumer and the team.

Write and submit monthly reports by the deadline.

Keep the team focused on safety and health at all times.

Exhibit appropriate modeling behaviors in your own health and hygiene. BE AN EFFECTIVE ROLE MODEL.

Perform other duties as assigned by Bridges.

Physical requirements:

* ability to use stairs and walk for prolonged periods of time

- * ability to bend and reach
- * ability to lift up to 50 lbs.
- * ability to accompany consumers outside of the home
- * other physical requirements specified by consumer's individual support needs

TRAINING REQUIREMENTS

Part 1 - Must be completed before working with consumers.

1. Clear background check (including checks in DMV, FCSR, OIG, Case Net & E-verify)
2. Valid driver's license verified by Human Resources (rechecked by HR every 6 months)
3. Proof of current auto insurance verified by Human Resources
4. CPR - required every year.
5. First Aid - required every 3 years.
6. Level I Medication Administration (Yearly Basic Med re-certification)

Part 2 - Must be completed within 30 days from hire date.

1. Core Basics for Adult/Children's Service Providers - one time training.
2. HIPAA – required every year.
3. Abuse and Neglect – required every year.
4. Blood borne Pathogens - required every year.

Part 3 - Must be completed within 60 days from hire date.

1. Mandt or CPI - required every year.
2. Job Hazards – required every two years.
3. Fire Safety – required every two years.

Part 4 – Must be completed within 90 days from hire date.

1. Person Centered Planning - one time training.
2. Report Writing – one time training.
3. Defensive Driving – one time training.
4. How To Be An Effective Supervisor – one time training.

If interested, please email your resume to working@bridgescss.com or fill out our online application and click submit.