

**BENCO**  
**RESIDENTIAL DIRECTOR JOB DESCRIPTION**

**PURPOSE**

The Residential Director is responsible for overseeing the Program Coordinators of each, 24-hour residential program, Supported Living and In-Home Supports program. The Residential Director is responsible for ensuring that Benco programs are in compliance with the State of Oregon Administrative (OAR) Rules and Benco's policies and procedures.

**REQUIREMENTS**

- Must be at least 18 years of age with High School Diploma or G. E. D.
- Minimum of two years college education and/or a minimum of 2 years' experience with IDD adults. A minimum of one-year supervisory and administrative experience working with IDD persons.
- Knowledge of assessment techniques and functional record keeping.
- Knowledge of local/state service systems to individuals with developmental disabilities.
- Must be able to pass a background check.
- Must have a valid driver's license, proof of vehicle insurance and a good driving record.
- Must live within 30 miles of Benco programs and have the ability to respond to emergency situations.
- Must be available to work afternoons, evenings, and weekends.
- Must provide a minimum of two work references.
- Must maintain a working phone and an acceptable means to leave a message.
- Must be willing to work Direct Care on an emergency basis.

**SKILLS**

- Must have the natural ability to lead, motivate and inspire others.
- Must be a team player and have the desire to help co-workers and those who you manage to succeed.
- Excellent organization and time management skills.
- Good written/oral communication, and math skills.
- Flexible and creative problem-solving skills.
- Ability to work safely and to teach safe working skills in accordance with OAR's, OSHA, Benco Safety Committee and Benco Policies and Procedures.
- Have an enthusiastic and positive outlook, be self-motivated and have the ability to work independently.
- Good follow-through and attention to detail.
- Ability to deal with others in a positive and respectful manner.
- Have an understanding of program planning, development, management, and implementation.
- Assertive personnel management/supervision style.
- Ability to work well under pressure.

- Exhibit good management practices, in accordance with agency policies/procedures and expectations of the Executive Director.
- Ability to assist with development and review of program budgets.
- Knowledge of OAR, Mental Health systems and all applicable laws, requirements and standards.
- Must have basic computer skills.

## **TRAINING**

- Complete pre-service.
- Successfully complete Skills Class training within 30 days of hire date.
- Successfully complete Core Competency training within 90 days of hire date.
- Successfully complete and maintain current First Aid and CPR within 30 days of hire date or show proof of current cards at time of hire.
- Successfully complete the iLearn online course within 30 days of hire.
- Successfully complete and maintain current OIS training within 30 days of hire date.
- Participate in 20 hours of in-house training and 40 hours of outside training within the first year.
  - A. In-house training is to include at least 2 shifts working with residents and 10 hours program specific training.
  - B. Outside training to include but not limited to: seminars on hiring & firing, employee evaluations, leadership, management and supervisory techniques.
- Participate in job related trainings annually thereafter.

## **DUTIES**

- Frequent and regular check in with Program Coordinators and program staff.
- Participate in administrative team meetings and program planning.
- Work with the Behavior Specialist and other Residential Director to ensure a team approach in providing support to each Program Coordinator, person receiving services and the program staff in general.
- Review all GER's and take appropriate action, as necessary. Forward reports to appropriate agency within five working days.
- Participate in the development and implementation of ISPs and attend ISP meetings as needed.
- Do quality assurance checklists at programs.
- Review schedules, budgets, and work with Program Coordinators to maintain fiscal accountability.
- Review and process all time sheets, mileage records, training records, and overtime records to assure accuracy and accountability.
- Monitor and review resident activities as needed to ensure that planned program goals are being met.
- Investigate and respond to staff and resident issues.
- Ensure that the program environment is safe and sanitary, and the safety checklists are reviewed monthly, and any issues are completed.
- Ensure that program maintenance tasks and repairs are continuously being met.
- Attend monthly Board meetings.
- Adhere to and assist in Benco policies/procedures.
- Ensure that employees receive required training.

- Assist in hiring, disciplining, and discharging employees.
- Conduct management team meetings to coordinate program needs and services twice monthly.
- Ensure Core Competencies and training requirements are met.
- Represent Benco to parents, communities and other agencies in a positive and professional manner.
- Work with other Directors to ensure that someone is available to be on-call in case of emergencies if you are unavailable.
- Ensure that healthy and nutritious meals are being served.
- Ensure that resident's medical records are current and in compliance with OAR's.
- Ensure that required program documentation is organized and properly maintained.
- Ensure that financial records for petty cash, groceries, food stamps, and residents' personal accounts are updated and accurate at all times.
- Attend medical and mental health appointments with Program Coordinators and residents as needed.
- Complete Program Coordinator performance evaluations and assist in helping with other performance evaluations as needed.
- Oversee pager/cell phone system and ensure proper training is provided.
- Oversee and assist in assessment and development of support documents, protocols, and plans as needed.
- Schedule and coordinate self-assessments in a timely manner per state issued deadlines.
- Attend licensing on-site review for programs.
- Attend and participate in State mandated assessments, Social Security audits and surveys.
- Ensure that plans of correction are completed and turned in on time per specified State deadlines.
- Develop, revise and implement procedures, systems and forms as needed.
- Carry pager/cell phone as needed.
- Perform other related duties as assigned by Executive Director.

**RESPONSIBLE TO:**

The Residential Director is responsible to the Executive Director.