



## **Respite House Manager – Respite Ranch**

Join Civitan Foundation, Inc. in a rewarding career as a Respite House Manager by making a difference in the lives of individuals with disabilities. If you are looking for worthwhile opportunity, meaningful work, and have a passion for helping people, we would love to welcome you to our team!

The Civitan experience will enhance your life by bringing fulfillment in making a positive impact and helping individuals with disabilities grow, gain skills and work towards their overall success. You'll be someone they trust and work with every day.

In this role, you will be managing the operation of a residential home in which Civitan offers respite services to individuals with developmental disabilities all while teaching life skills for employment.

### **JOB SUMMARY:**

Under the minimal supervision of the HCBS Manager, this position is responsible for the overall operations and success of the Respite Ranch. This position is responsible for maintaining member capacity, staffing, managing the household budget, organizing social events, and making travel arrangements as needed. Duties include ensuring safety and sanitation in the residence and that adequate support services are maintained by providing direct respite services to individuals with developmental disabilities (Cerebral Palsy, Epilepsy, Autism, Intellectual (Cognitive) Disability)

### **ESSENTIAL FUNCTIONS:**

- Management responsibility for staffing needs is met based on member volume, program activities, maintaining a budget, and day-to-day operations
- Acts as the Respite Ranch public relations advocate and promotes the respite services within the industry, local community, and other alike associations
- Conduct new member intakes, tours, follow-up, and overall vetting process
- Planning, and researching for program activities that are appropriate for all parties involved
- Oversee the respite reservation system, including account set up and maintenance, reservation confirmations, reviewing ISPs, FOCUS system, authorizations, and constant communication with support coordinators
- Supervise staff on ensuring stock food pantry, daily housekeeping, and maintenance to ensure that the facility is always well-maintained including all furnishings, equipment, and outdoor areas
- Collaborate with staff by building strong working relationships, communications with direct care staff, and other departments to ensure maximum operating effectiveness and fulfillment of our members' needs
- Manages member and parent/guardian relationships to ensure a high level of service including timely and complete resolution of member concerns, coordinating special services and requests
- Prepare, review, and distribute data on monthly operating results and variance analysis detailing member volume, program activities, staffing, completion of projects, and issues that have arisen over the course of that month
- Responsible for maintaining, ordering, and ensuring food stock for all members on a weekly basis
- Coordinate, plan, and schedule transportation needs for members to and from the Respite Ranch

- Serve as a point of contact for staff, establishing operating procedures and other administrative functions as assigned or apparent

#### **MARGINAL OR ADDITIONAL FUNCTIONS**

- Must be available 24/7 to respond to any member or staff emergencies
- Act as backup or find coverage for all shifts if staff is unable to work
- Being knowledgeable in a wide range of areas related to the role

#### **REQUIRED MINIMUM QUALIFICATIONS: KNOWLEDGE, SKILLS & ABILITIES:**

- Must be 21 years of age to drive for Civitan.
- Proven work experience as a House Manager or similar role
- Current driver's license and valid auto insurance coverage required.
- Valid Level One Fingerprint Clearance Card
- Required to pass a criminal/background.
- Required to pass a pre-employment drug screening.

#### **PREFERRED QUALIFICATIONS: AND SKILLS:**

- Previous experience working with people with intellectual and developmental disabilities
- Previous experience manager or supervising residential respite house
- Team player who will collaborate with existing staff

#### **CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Current Article 9 certification
- Current CPR and First Aid certification
- Valid Level One Fingerprint Clearance Card
- Additional training and certifications dependent on member needs.

#### **ADDITIONAL INFORMATION:**

A strong candidate would possess a passion for success, and a commitment to improving the lives of individuals with disabilities. Compensation commensurate with qualifications and experience.

Job Type: Full-time

Salary: \$35,000.00 - \$45,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance

- Life insurance
- Paid time off
- Professional development assistance
- Referral program
- Tuition reimbursement
- Vision insurance

Schedule:

- 10 hour shift
- 5x8
- 8 hour shift
- Day shift
- Holidays

Ability to commute/relocate:

- Phoenix, AZ 85032: Reliably commute or planning to relocate before starting work (Required)

Work Location: One location

**Submit Your Resume or Application to [Jobs@CampCivitan.org](mailto:Jobs@CampCivitan.org)**