



Heading Home

Job Title: Respite Care Weekend Shift Manager
Program: AOC Campus
Reports To: Program Director
Hours: 8:30am – 4:30pm
Non-exempt/Essential

Position Summary:

The Respite Care Weekend Shift Manager shall supervise and operate the Respite Care program ensuring the provision and implementation of all Heading Home program services where applicable.

Essential Duties & Responsibilities of a Respite Care Weekend Shift Manager:

- Overall reports to Program Director(s).
- Supervises custodial staff.
- Assist with meals, snacks, laundry and general needs of RCP residents
- Dispense prescription medications to RCP residents at established times and following established protocols.
- Transportation of RCP residents to and from medical appointments.
- Picking up prescription medications at pharmacy for RCP residents.
- Coordinates the efficient provision of all program services.
- Ensures the safety and confidentiality of all residents of Albuquerque Opportunity Center.
- Conflict resolution
- Crisis intervention
- Must maintain complete and accurate intake database.
- Maintain shift log notes.
- Responsible for maintaining accurate and complete resident files.
- Coordinate reservations from outside agencies during weekend shifts.
- Communicate issues and/or concerns in a timely manner to Program Director(s).
- Assist HMIS Administrator perform data entry and data quality correction(s) in HMIS database (Homeless Management Information System).
- Review and follow-up on AOC shift notes, AOC email and phone messages in a timely manner.
- All other duties assigned.

The responsibility of all Heading Home employees includes the following:

- Always represent and promote Heading Home in a positive and professional manner.
- Maintain good attendance and punctuality in keeping with Heading Home Policies.
- Attend all staff and organizational meetings as required.
- Observe and practice safe work habits and practices in compliance with regulations, statutes and organizational policies.
- Maintain client, resident, guest and organizational confidentiality in compliance with organizational policies and procedures.

- Read, understand and comply with all guidelines of the Heading Home Employee Handbook.

Qualifications:

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

Skills:

- Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.
- Knowledge of area service providers and community resources.
- Knowledge of similar community programs.
- Ability to communicate effectively orally and in writing.

Other Requirements

- Valid New Mexico driver's license and reliable transportation.
- Ability to navigate stairs, ladders, ramps and uneven terrain.
- *CPR/ First Aid Certification or ability to become certified within 30 days of hire.

This job description does not constitute an employment agreement between the employer and employee. This document is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: _____ Date: _____
Shift Manager

Signature: _____ Date: _____
Program Director