



## JOB DESCRIPTION: Senior Life Skills Instructor (House Manager)

Reports to: Member Service Coordinator

Pay: Salary, Exempt Status

### **About New Vista:**

New Vista was founded in 1986 by parents of intellectually disabled Individuals who were concerned what would happen to their loved ones when they were gone or could not care for them. Out of this need the first program "New Vista Ranch" was created. In 1987, the Gilcrease Brothers donated 15 acres of land to the charity which gave New Vista the platform to build the first 4 homes. Today, New Vista has over 18 homes and growing in the Las Vegas area. Additionally, New Vista supports Individuals with intellectual challenges still living at home with their families by providing in-home skilled staff that assists with their loved ones needs.

New Vista's three core programs include supported living arrangements, in-home supports and group respite. Employees of New Vista support Individuals 16 to 18 hours a day through our housing and life-skills training programs. Work assignments/job locations are subject to change; due to the greater needs of the organization. New Vista's services are at the highest level of wrap-around supports and address each Individual's needs on a personalized, one-to-one basis.

### **Summary of Position:**

The Senior Life Skills Instructor /House Manager position is responsible for the oversight and supervision of the daily operations of the house, including supervising Life Skills Instructors. The Senior Life Skills Instructor provide support, assistance and training to staff on how to assist Individuals with daily living skills during mornings, afternoon and evening routines to support Individuals to reach their highest potential and perform daily activities if need.

### **Essential Job Functions:**

#### **Supports Individuals by:**

- Oversight of the implementation of each Individuals' Person-Centered Plan and Habilitation Plan on a daily basis
- Training and supervising staff during implementation during the course of daily job duties
- Promotes Individual Rights and Dignity as demonstrated by use of positive behavior supports, appropriate tone of voice and behavior, and respectful interactions
- Oversight and management of house and client funds, including proper documentation and monthly billing
- Organizes/plans socialization events such as community activities, and New Vista programs
- Oversees the implementation of the New Vista Nutrition Program
- Assists/observe medication management according to MEDS training standards

#### **Ensures the Health and Safety of all Individuals by:**

- Oversight and maintenance of the home as required by Quality Assurance standards
- Scheduling and attending medical and/or psychiatric appointments as needed
- Communicating Individuals' needs, medical/behavior needs, progress to the Member Service Coordinator and Guardians
- Communicating concerns, such as inappropriate interactions between Individuals and co-workers and/or between Individuals living together, to the Member Service Coordinator immediately, including interactions which may rise to the level of Mistreatment
- Manages escalated situations by use of Safety Care training standards
- Responding to emergency situations by use of CPR certification techniques

#### **Supervision of Staff:**

- Treat staff with dignity and respect
- Role-models New Vista mission and policies and procedures
- Hold self and staff accountable to upholding Individual Rights, health and safety and all New Vista policies and procedures
- Oversight of and accurate and timely completion of communication logs, daily tracking sheets (when assigned), timesheets and incident reports
- Assisting Member Service Coordinator in collecting/organizing documentation as required by the Person-Centered Plan meetings and the Human Rights Committee



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**Skills and Abilities:**

- Verbal and written communication skills including the ability to write and provide documentation as described
- Read and understand client information, instructions, case notes, incident reports, manuals
- Visually observe, hear and respond to Individuals
- Training and supervision of staff
- Ability to manage time and budget funds appropriately
- Drive passenger vans, including 15 passenger and handicap accessible vans
- Attend all New Vista ongoing trainings and ensure staff attend as required
- Plan and organize monthly House Meetings with the Member Service Coordinator

**Minimum Required Education and Experience:**

- Minimum of five years' experience in related field
- Minimum of two years in a supervisory and/or management position
- Minimum of a high school diploma or equivalent
- Pass all pre-employment and post-employment screening such as local, State and FBI background checks; drug screening; sexual offender screening
- Successfully complete New Vista new employee training (CPR, medication management (MEDS), behavior management (Safety Care)
- Successfully complete New Vista in-house training
- Maintain annual training as required and scheduled

**Physical Demands:**

- Required to stand, use hands to handle or feel objects, tools or controls, frequently talk or hear, reach with hands, lift arms above and below shoulder level, occasionally required to sit, stoop, kneel, crouch or crawl during the course of regular work activities
- Ability to lift and/or move up to 25 pounds ability
- Ability to be out in Las Vegas area outdoor weather conditions
- Transfer Individuals from seated position to standing; into/out of wheelchairs as required

**Equal Opportunity:**

New Vista is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected Veteran status or any other characteristic protected by law.

<i>Employee Signature</i>	<i>Print Employee Name</i>	<i>Date signed</i>