



JOB DESCRIPTION

Director of Care

April 2017

OVERALL FUNCTION

As a member of the Community Leadership Team the Director of Care shares responsibility for the overall growth and direction of L'Arche Portland. Guided by the mission and Charter of L'Arche, the Director of Care ensures provision of quality care for adults with developmental disabilities living in our adult foster care homes, provides training and supervision to caregivers (assistants), and ensures compliance with Multnomah County Adult Care Home Program administrative rules as Operator of our homes.

RESPONSIBILITIES

QUALITY AND CONTINUITY OF CARE FOR CORE MEMBERS

- Responsible for the admission, discharge, and transfer of residents (core members)
- Oversee care for residents and supervision of caregivers in each home at least three times a week
- Work with Resident Managers (House Coordinators) to coordinate annual ISP planning process with Multnomah County DD service coordinator and participate in ISP meetings
- Ensure implementation of Individual Service Plans for core members
- Oversee health care of core members; attend health care appointments as needed
- Ensure signed physician's orders are updated every 180 days
- Ensure implementation of Medication Administration Policy
- Ensure core member profiles are updated as needed
- Ensure Incident Reports are completed and faxed the Multnomah County DD Service Coordinator; take needed follow up action, if necessary
- Respond to emergencies and critical events in the homes and share on-call responsibilities with other members of the Coordinating Team.

TRAINING AND SUPERVISION OF CAREGIVERS

- Share responsibility with the Community Leadership Team for the recruitment, hiring, and dismissal of caregivers (assistants)
- Coordinates orientation, training, and ongoing supervision (functional accompaniment) for resident managers and caregivers
- Conduct probationary and annual review process for resident managers
- Lead regular licensing meetings with Resident Managers to plan and respond to the individual needs of core member and quality of care requirements.
- Participate in the weekly assistants meeting and community leadership team meeting to support community life and planning for community activities

COMPLIANCE WITH ADULT CARE HOME LICENSING REQUIREMENTS

- Monitor record keeping in each home
- Meet with the Multnomah County Service Coordinator for monitoring. Ensure any needed follow-up actions are taken.
- Review and update Emergency Plan annually
- Attend ACHP and Multnomah County DD Foster Care Provider meetings
- Receive communications from the ACHP, Multnomah County Developmental Disabilities Program, and State Department of Human Services Foster Care Licensing Unit. Share pertinent information with Community Leadership Team and House Assistant Teams.

ANNUAL LICENSE RENEWAL

- Complete annual ACHP license renewal packet for each home. The license to operate our homes is provided to and in the name of the Director of Care (Operator).
- Prepare house team for annual licensing visit, including review of the licensing checklist
- Meet with ACHP licenser when he/she comes for annual licensing visit; complete action steps / corrections given by licenser
- Post new license, staffing plan and correction sheet
- Complete necessary paperwork for Resident Manager renewal for each home annually

QUALITIES / QUALIFICATIONS

- Minimum of 12-months of verifiable full-time experience providing hands-on care to individuals with developmental disabilities, or have current CNA certification and the equivalent of at least six-months verifiable full-time experience providing hands-on care to individuals with developmental disabilities (exemptions may be possible)
- Embraces the mission and values of L'Arche; previous L'Arche or other community living experience strongly preferred
- Good management and organizational skills
- Ability to work collaboratively and mentor others
- Strong interpersonal, oral and written communication skills
- Pass criminal background check
- Current Basic First Aid and Adult CPR certification
- Complete ACHP Operator orientation, basic training and testing requirements (upon hire)
- Fulfill the ACHP requirements for ongoing training
- Live within 25 miles of our homes

SALARY & BENEFITS: Salary based on qualifications and experience. Health & dental benefits included.

PREFERRED START DATE: Negotiable – As soon as identified candidate is available

HOW TO APPLY:

- Required materials:
 - Cover letter
 - Resume
- Submit materials by **Monday, May 15** to:
 - Andrew Noethe, Executive Director
 - andy@larche-portland.org
- Emailed questions and inquiries about the position are also welcomed