



## **PROGRESS HOUSE MANAGER TRAINEE**

**DEFINITION:** Provides supervision and leadership of staff and oversight of the day-to-day operation of the licensed residential care facility for adults with severe mental illness.

**ESSENTIAL JOB FUNCTIONS :** Under the guidance and supervision of the designated Progress House Administrator and the HHS Deputy Director-Behavioral Health, directs day-to-day operation of the 24-hour adult residential care facility for the persons with mental illness according to Title XXII regulations; on-site supervision of all aspects of residential care facility, including menu development, nutrition strategy, and food shopping; schedules 24-hour, 7-day staff shifts; provides direct administrative supervision to staff; interfaces with behavioral health program staff around client issues to enhance the residential program; assists Mental Health Program fiscal staff in planning, budgeting, and accounting of the ongoing fiscal operations of the residential care facility; develops and coordinates programming for residents; ensures medication administration and control is consistent with approved protocol; takes primary responsibility for client record and medication inventory; develops policies and procedures for all aspects of the facility in coordination with HHS management and County administration; performs other related duties as assigned.

### **EMPLOYMENT STANDARDS**

**Education/Experience:** High school graduate or equivalent with one year of experience performing duties equivalent to a first-level supervisor in a Human Services agency; **OR** two years of progressively responsible duties in a behavioral health division of a Human Services agency; **OR** three years of professional experience performing work consistent with the assigned work unit, including one year of lead or supervisory experience in such programs, **AND** completion of the equivalent of 18 semester units (28 quarter units).

**Knowledge of:** Laws pertaining to confidentiality and care of persons with severe mental illness, organization methods, basic computer operation, community and human relations, and public agency business procedures.

**Ability to:** Communicate effectively both orally and in writing with mental health and substance abuse treatment professionals, law enforcement, and other collaborative partners; participate in and benefit from supervision, collaborative staff meetings, and

trainings; sit for prolonged periods of time; produce written documentation by hand or computer; stand, walk, twist, and lift and carry up to 25 pounds; climb and descend stairs; use a telephone; drive a motor vehicle. Consistent attendance is an essential function of the position.

**Special requirements:** Must be available to work various day and night shifts, including weekends; must possess current CPR certification and current first aid card and must maintain both during term of employment. Must possess or be eligible for a Class B California driver's license at time of appointment. **Additionally, Progress House Manager Trainee must be able to meet the requirements of the Progress House Manager within eighteen (18) months of employment.**