

EMRI, LLC

"Elevating all Members to Realize their Independence"

Residential Compliance Manager- Job Description

PRE-EMPLOYMENT QUALIFICATIONS:

- Required to drive and meet state requirements for transporting Individuals
- Satisfactory criminal background checks (BCI & FBI)
- High school diploma or equivalent/ higher education recommended, however, not required
- Minimum of one-year experience working as an Office Administrator or Receptionist
- Strong communication skills and the ability to work in a stressful environment while maintaining a positive attitude
- Must be able to multi task and the need for strong computer skills is essential
- Professional demeanor is a must

Responsibilities:

Residential Compliance Manager is to report to work Monday-Friday 9am-4pm at the main office as well as any scheduled residential shifts and directly reports to and complete assignments and directives given by:

Jessica Servo and/or Maurice Whyte

Residential Compliance Manager primary responsibilities include, but are not limited to:

- Log and review all UI/MUI Logs monthly.
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- Send electronic MUI Review semi-annually and annual to HCDDS- MUIP.
- Maintain employee files
 - A. 6- FBI checks
 - B. Abuser Registry
 - C. Disqualifying Offenses
 - D. Driver's Abstract
 - E. BCI/ FBI
 - F. Agency Only- Personnel Information Form
- Reconcile Individual accounts monthly
- Ensure all required staff have Medication Certifications up to date
- Staff trainings
- Ensure all new hire packets are up to date, accurate and accessible for Administrative Assistant

- Reviewing all documentation and documenting this has been completed on a weekly basis.
- Maintain spreadsheet of all Individuals Doctor's and appointments.
- Survey Individuals that we serve to ensure they are pleased with the services they receive.
- Weekly visits to each home that EMRI serves which you will document on a monitoring tool, to ensure health and safety.
- Answer high volume of emails and calls and maintain a rapid response rate. Log information on emails and calls received, where required and maintain detailed and accurate records. Perform reception duties in an efficient, professional and courteous manner.
- Type and word-process various documents and electronic information. File date and perform other routine clerical tasks as assigned and for other departments as needed.
- Operate a variety of standard office machines, including a personal computer and a variety of computer software, phone, fax, calculator, shredding machine and photocopy machine.
- Communicate and liaise verbally and/ or in writing between staffs and higher ups. Required to respond clearly and effectively based on EMRI Policy and Procedures. Establish and maintain effective working relationships with Supervisors, Administrators, HCDDS Personnel, Co-Workers, and Individuals we serve.
- Communicate and provide information by relevant methods internally and externally to assist and enable organizational operations and effective service to connecting groups. Research and investigate information to enable strategic decision-making by others.
- Arrange and participate in meetings, conferences, and team discussions. Adhere to stated Policy and Procedures relating to health and safety and quality management. Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- Maintain regular consistent and professional attendance, punctuality, personal appearance (which adheres to EMRI Policy and Procedures). Pursue personal development of skills and knowledge necessary for the effective performance of the role.

By signing you are accepting this position and agree to adhere to all job responsibilities and duties outlined above.

Print Name	Signature	Date
Maurice Whyte	Jessica Servo	Date