

## EMRI, LLC

"Elevating all Members to Realize their Independence"

### Day Program Compliance Manager- Job Description

#### PRE-EMPLOYMENT QUALIFICATIONS:

- Patience, compassion, and understanding are a must
- Satisfactory criminal background checks (BCI & FBI)
- High school diploma or equivalent/ higher education recommended, however, not required
- Minimum of one-year experience working in a Day Habilitation and/ or Adult Day Program
- 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:

Day Program Compliance Manager is to report to work Monday-Friday 8:30am-3:30pm at the main office and directly reports to and complete assignments and directives given by:

**Maurice Whyte and/or Jessica Servo**

#### Day Program Compliance Manager primary responsibilities include, but are not limited to:

- Review, train staff and document all training's involving My Plan's including any behavior supports and/ or revisions with all Day Habilitation Specialists with-in 24 hours of receiving the information.
- Review incident reports daily and report incidents to HCDDS and all others with-in the appropriate time frame depending on the incident
- Review all Day Program documentation including; training goal sheets, weekly attendance sheets, driver documentation, sign-in/ sign-out sheets, pick-up/ drop-off forms.
- Schedule tours and facilitate intake meetings, My Plan meetings, Behavior Support meetings, ect.
- Review Day Habilitation staff weekly time sheets and staff sign-in/ sign-out forms.
- Review and make adjustments if necessary to all Individual time sheets.
- Review Day Program MAR's weekly to ensure staff are signing them correctly and medications are being administered.
- Maintain spread sheet of all Individuals that attend the Day Program which should include; start date, My Plan span dates, address, birthday, days attending, and any other information that may need to be accessed quickly.

- Review and complete all follow-up on UI/ MUI Logs weekly, track any trends and/ or patterns and sign off on the log(s) monthly.
- Ensure all required staff have Medication Certifications up to date
- Day Program staff trainings
- Ensure all intake packets are completed in their entirety
- Reviewing all documentation and documenting this has been completed on a weekly basis.
- Maintain spreadsheet of all Individuals emergency contacts
- Survey Individuals that we serve to ensure they are pleased with the services they receive.
- Maintain an accurate attendance spreadsheet on all Day Program staff.
- 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 and abide to all job responsibilities/ duties outlined.

Print Name	Signature	Date
Maurice Whyte	Jessica Servo	Date