The Arc in Hawaii

Domiciliary Home Manager (Live-In)

About the Company:
The Arc in Hawaii is a non-profit organization with over 70 years of history in Hawaii. We provide both residential and day services for adults with intellectual and developmental disabilities (IDD). Our mission is to support the inclusion and participation of individuals with IDD in their respective communities throughout their lifetime.

Role:
We are looking for a Home Manager for our domiciliary residential home. The manager will live on-site and have their own quarters within the home. Responsibilities include training, educating, and supervising direct support staff. The Home Manager is charged with ensuring that residents have a safe, protective, and normal environment that allows for growth and development, privacy and confidentiality, and a sense of belonging and family.

Location: Lusitana (Punchbowl)

Job Type: Full-time, exempt

Work Schedule: Must be available to work a flexible work shift, including weekends, evenings, overnights, and holidays. Must be able to respond to emergency calls on a 24-hour, 7-day per week basis.

Pay: $45,000 - $46,800 per year (plus housing and utilities)

Requirements:
- High school diploma or GED equivalent
- State of Hawaii driver's license
- Smartphone
- At least 2 years of volunteer or work experience assisting persons with intellectual or developmental disabilities
- Experience in managing a household, meal preparation, and housekeeping
- Ability to safely drive a van
- Strong verbal, written and interpersonal skills; positive, helpful, and patient; ability to budget and use checkbook; good judgment
- Ability to organize, prioritize work, and meet deadlines
- Proficiency in computer software programs related to job duties
- Ability to proficiently operate standard office machines, standard household appliances and assistive devices including Hoyer lift, wheelchair, walker, and gait belt
- Ability to intermittently lift, push, and pull up to 50 lbs. with minimal assistance
- Must live in the home that they are supervising

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Work Clearances (Conditions of Employment):

- Pre-employment drug test
- Physical assessment
- TB test (initial 2-step PPD, annual 1-step PPD)
- CPR and First Aid certification
- Criminal history check
- Adult Protective Services (APS) and Child Abuse & Neglect (CAN) registries
- FBI fingerprinting
- Valid driver's license and clean driver's abstract (or acceptable level of infractions)
- Must remain current on all work clearances
- Must complete all required training (paid)

Drug test, physical assessment, FBI fingerprinting/APS/CAN/criminal history check, and CPR/FA certification are paid for by The Arc in Hawaii.

Responsibilities: (include but are not limited to)

- Supervises and coaches staff daily to ensure that proper procedures, programs, and protocols are adhered to.
- Ensures that staff uphold the rights of residents by protecting them from abuse, neglect, and dangerous or hazardous conditions, and by following established reporting procedures.
- Ensures that staff protect the confidentiality of all residents' protected health information and records from unauthorized access or dissemination.
- Interviews and hires staff for the home from applications received internally and externally.
- Trains new staff on proper procedures and protocols.
- Ensures that staff maintain neat, clean, and sanitary conditions in the home, grounds, and surrounding areas.
- Ensures that maintenance or facility repair issues are reported in a timely manner.
- Participates in the development and consistent implementation of the Individual Service Plan (ISP); arranges and follows through with dental, medical, psychological, recreational, social, or other needs of the residents in accordance with the Plan that is implemented by staff.
- Orders residents' medications as needed and follows up with nurse or doctor if any side effects.
- Shops for residents' personal needs when necessary.
- Manages residents' financial accounts and home financial accounts on a monthly basis and submits reports to fiscal department in a timely manner.
- Uploads and codes home expenditures using the Visa Clarity app in a timely manner.

- Ensures staff appropriately implement resident-specific treatment programs and consistently collect and document data on individual goals. Oversees the maintenance of resident records, including current medical information, day program details, emergency information, progress notes, and data collection sheets.
- Implements menus that provide balanced and nutritious meals for residents. Ensures that staff prepare meals appropriately, especially for residents with special needs for food consumption. Does all the shopping for the home.
- Interacts with parents, guardians, interdisciplinary team members, and other related persons as needed.
- Ensures personnel requirements, annual work clearances, and all policies of The Arc in Hawaii are met by all staff.
- Reviews and approves staff PTO requests and timesheets in a timely manner.
- Drives company vans to transport residents.

Preferred Qualifications:

- 2 years of supervisory experience

Benefits Offered:

- 15 paid holidays
- Generous PTO which starts accruing upon hire date (17 days earned in Year 1, 22 days in Year 3, 25 days in Year 8)
- Healthcare coverage (medical, drug, vision, dental)
- MetLife
- Life insurance (if you enroll in our healthcare coverage)
- 401(k) employer matching
- Referral program

*EOE / Drug-Free Workplace

Have questions?

If you have any questions, please contact hrdept@thearcinhawaii.org.