



Job Description

Position Number: 30-90-01; 30-92-01;
30-93-01; 30-96-01

Job Title: Individual Residential Alternative
Manager (IRA Manager)

Division: Community Housing

Department: North Avenue, Steele
Circle, Hoover Parkway,
Wildwood, Mapleton, Page
Avenue

Reports To: Director of Community Housing Prepared By: Pamela Dunn, Director of
Community Housing

FLSA Classification: Non-Exempt Exempt

I. PURPOSE OF THE JOB

To ensure that Individual Program Plans (IPPs) are properly implemented, all of the needs of the individuals living in the IRA are met, and that individuals are being supported in living the most meaningful lives possible.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Ensures that all needs are being met for IRA individuals; medications, appointments, proper clothing, bedding, etc.
- Ensures the individuals have money available at the IRA.
- Schedules, trains, and supervises direct care staff, as well as being available to them as a resource. Majority of the IRA manager's hours are spent at the IRA's. The IRA manager's schedule is flexible, to include evening and weekend hours.
- Participates in ISP meetings, contributing to the development and revision of ISP's.
- Chairs IRA meetings with direct care staff.
- Ensures that goal books are current with necessary data sheets.
- Ensures consistent implementation of all ISP goals, objectives, and general active treatment.
- Reviews documentation for completeness, timeliness, etc.



- Participates in on-call rotation for all Empower IRA's.
- Responsible for the physical plant of the IRA's, completion of monthly checklists, and assures compliance with all fire safety policies and procedures.
- Completes all payroll and billing paperwork in a timely manner.
- Must be familiar with the Collective Bargaining Agreement, and must vigilantly comply with it at all times

III. OTHER DUTIES AND RESPONSIBILITIES

- Committees: Participates in committees as assigned by the Director of Community Housing.
- Quality Assurance:
 1. Investigations: All Community Housing staff are trained to investigate Serious Reportable Incidents and Allegations of Abuse and Neglect, and will periodically be asked to do investigations.
 2. Internal Surveys: All Community Housing staff participate on at least one Internal Survey team as part of the QA/QI process.
 3. Filing Serious Reportable Incidents and Allegations of Abuse or Neglect in collaboration with the Quality Assurance department.
- Performs other duties as assigned by the Director of Community Housing.

IV. SUPERVISORY RESPONSIBILITIES

- Minimally, Direct Support Professionals are to be met with 1:1 on a monthly basis; probationary employees should be met with on at least a *weekly basis*. Agenda for 1:1 meetings should include, but is not limited to: attendance, documentation, progress on employee's goals, and verifying that certifications (Medication Certification, SCIP-R, CPR, etc) continue to be current.
- Provide employees with regular feedback on their job performance. When necessary, formally discipline employees.
- Complete timely probationary and annual performance evaluations for assigned Direct Support Professionals and LPN's. The evaluation process should include the IRA Manager and Direct Support Professionals or LPN collaborating on the establishment of goals for the employee. It is the IRA Manager's responsibility to *know* when evaluations are due and to complete them in a timely fashion. Probationary evaluations are a priority.



- Satellite Files – consistent with HR Policy, IRA Managers are responsible for maintaining satellite files for all of the employees that they directly supervise.

V. KNOWLEDGE AND SKILLS

- Bachelor's Degree in an area of human services or
- Associate degree with one year's experience working with people with developmental disabilities or
- A high school diploma with two years experience working with people with developmental disabilities.
- A New York State driver's license is required.

VI. FISCAL RESPONSIBILITY

- IRA Managers are responsible for managing *Personal Allowance* monies for individuals living in the IRA. This is to be done consistent with NCP Policies and Procedures.
- IRA Managers are also responsible for managing other *Petty Cash* accounts in the IRA consistent with NCP policies.
- When developing Direct Support Professionals, IRA Managers are responsible for not scheduling beyond their FTEs, and for keeping overtime to a minimum.

VII. EXTENT OF PUBLIC CONTACT

- IRA Managers are regularly expected to visit the sites of Day Providers for the purpose of attending meetings, doing observations, etc.
- IRA Managers may be involved in assisting the Training Coordinator as he or she provides training at conferences.
- IRA Managers, on occasion, will attend conferences.

On all of the above occasions, IRA Managers serve as representatives of the Agency, and are expected to show courtesy, tact, consideration, and discretion in all interactions with other members of the NCP Community and with the public.

VIII. FUNCTIONAL ABILITIES



- Fluent in reading, writing and speaking English.
- Visual and auditory acuity sufficient to perform reviews of individual records, interact effectively with staff, individuals and families and conduct face-to-face interventions, when needed.
- Mobility, physical strength and endurance sufficient to attend to program activities in and out of the IRA.
- Possess valid NYS driver's license to transport individuals in the Agency van, when necessary.
- Ability to lift 50 pounds without restriction in order to safely assist individuals with physical needs and initiate SCIP with adequate training.

IX. WORKING CONDITIONS AND ENVIRONMENT

IRA MANAGERS WORK FLEXIBLE SCHEDULES, INCLUDING WEEKENDS, EARLY MORNINGS, AND EVENINGS, DEPENDING ON THE NEEDS OF THE ICF.