



Supporting Lifelong Success  
for Neurodiverse Adults

## HOUSE MANAGER TEAM MEMBER JOB DESCRIPTION

### POSITION SUMMARY:

Compassionate and dedicated House Manager who is the lead Direct Support Professional (DSP) position in a residence of up to four (4) neurodiverse residents and manages a combination of operational and administrative functions and programming functions directly related to running the residence and training. Registered Behavior Technician (RBT) experience is preferred but not required. Without RBT experience or certification, the House Manager would be expected to have the 40 hour-a-week training complete and be prepared to test for the RBT competency exam with the Director of Clinical Services within 75 days of hire. Hybrid leadership position that includes dedicated direct staffing hours and dedicated House Manager hours: estimated to start at 25/75 initially, leading to a 50/50 split after an initial train-up period. This position is for someone that has a desire to take a lead role in making a positive difference in the lives of neurodiverse adults in a residential setting. A prime focus of this position is providing bridges for expanding opportunities in the home and the community. This is an exciting opportunity for individuals who have a background in supervision as a Direct Support Professional and are looking towards taking the next step as a supervisor in the rewarding field of providing the critical supports and services needed for neurodiverse adults to thrive.

Opportunities for advancement may be possible, to include responsibility for multiple houses as the organization scales.

### POSITION OVERVIEW:

The House Manager is responsible for fulfilling duties as both an “on shift” Direct Support Professionals (Team Member) and is also the lead Team Member for a specific residence. They are primarily responsible for the operational and administrative functions required to run the residence, as well as some training functions for the Team Members under them.

Just like other Team Members, the House Manager is a valuable essential worker and the most forward-facing staff member in serving neurodiverse residents (Community Participants). Each Team Member’s first role is to ensure the safety and dignity of the Community Participants that they serve. Under the direction of the SLS Programming & Behavior Supports Manager and the Director of Clinical Services, every Team Member is responsible for following care plans, maintaining staffing ratios as described by the supervision plans, and implementing goals and objectives across all the Community Participant’s BloomPrint (individual treatment plan).

All Team Members are expected to be tireless advocates for and with neurodiverse adults and should possess a drive toward excellence in service delivery. In addition, the Direct Support

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Professional Team Member, like all other SLS professionals, is expected to reflect the SLS Community Core Values as indicated and expounded on in the Core Values Policy and outlined below:

**SLS Core Values:**

1. Teamwork
2. Excellence
3. Tenacious Advocacy
4. Vision
5. Diversity Matters

The House Manager has the additional expectation to exude and maintain this standard of excellence amongst all Team Members that they are responsible for.

**HOUSE MANAGER POSITION RESPONSIBILITIES:**

**As a Direct Support Professional on shift:**

- Successfully building rapport to interact with skill and passion with Community Participants, including those with challenging behavior.
- Providing supports for Community Participants in all needed areas such as: activities of daily living (hygiene related such as showering, dressing, teeth brushing; household related cleaning & laundry; health related and medication assistance).
- Implementing Skill Development Programs and Behavior Reduction Programs and modeling them with fidelity as the Lead DSP in the house.
- Creating activities to engage Community Participants in meaningful ways toward meeting their identified goals and objectives.
- Collecting a variety of types of data in a timely and accurate way via electronic and paper means.
- Submitting accurate time sheets at appropriate intervals.
- Attending staff meetings and trainings, as requested.
- Exhibiting strong collaborative skills as a member of a team.
- Interacting respectfully and professionally with all Community Participants and Team Members, staff, family members, and community professionals and visitors.
- Partnering with Team Members in completing assigned household cleaning tasks.



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### **As a House Manager:**

- Responsible for scheduling Team Members for your residence, to include acting as the primary point of contact in deconflicting shifts and making adjustments such as week-day call-ins, schedule adjustments, staff running late, etc.
- Advocate for Community Participant rights by ensuring all services are being implemented by Team Members under your charge.
- First contact in approving/denying PTO in accordance with SLS policies, ensuring that PTO balances reflect staff who work holidays, and scheduling “on call” staff for holidays.
- Taking call at least one time a month (7 days on call including weekends).
- Oversight and quality control of house cleaning, organization, and maintenance, to include delegating these tasks to Team Members and reviewing all checklists.
- Share in supervising Team Member ancillary duties to include (non-exhaustive list that may adjust):
  - House cleaning & maintenance
  - Van cleaning & maintenance
  - Emergency drills & supplies
  - House organization
  - Procurement for house materials
- Assistance with onboarding new Team Members, to include (non-exhaustive list):
  - Safety Care training & administrative tracking
  - Setting staff up in Microsoft Teams and Shifts
  - After training with the PBSM or other Leadership, some follow up training and fidelity checks for programming procedures

### **ADDITIONAL RESPONSIBILITIES**

The House Manager may have additional responsibilities in addition to those listed in this job description and may be designated as the primary supervisor for other Team Member’s ancillary duties, in addition to those focused on CP service delivery. This is a growing organization and some duties may be temporarily shifted as the organization requires. In general, these are documented at the time of the Team Member’s 90-day review, although some situations may require that these be agreed upon earlier. There will be a separate document describing these for each “Assistant” or “Manager” position; it will be dated and signed. Additional responsibilities have a designated Leadership Team Member assigned for each position. These will be dated and signed.

### **REPORTING FOR PROGRAM & BEHAVIOR SUPPORT TRAINING & GUIDANCE**

Heather Henderson, B.A.

Programming & Behavior Supports Manager

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**REPORTING FOR SAFETY CARE TRAINING, HR, SCHEDULING, OPERATIONS & GARDEN**

Morgan Grunow, B.A.

Operations and Programming Plus Manager

**OVERALL CLINICAL SERVICES**

Mary Ann McIntyre, M.A., BCBA

Director of Clinical Services for SLS Community

**CANDIDATE EXPERIENCE and ACADEMIC REQUIREMENTS:**

**Required Qualifications:**

- Minimum of one year of volunteer or professional experience with neurodiverse adults, adolescents, or children (experience with a close family member who is neurodiverse would be considered)
- Minimum of one year of supervision experience in a supportive living setting for neurodiverse adults, ideally with a Medicaid waiver provider
- High school diploma
- Reliable transportation and valid driver's license
- Ability to pass federal and state background checks, including child and adult abuse and maltreatment registries, employment history, driving records, and pre-employment drug testing.
- Understanding of proper professional and communication boundaries in terms of families and supervisors
- Commanding a focus toward being a continual learner
- Willingness to pursue and complete the Registered Behavior Technician (RBT) certification
- Intermediate computer skills

**Preferred Qualifications:**

- Bachelor's Degree (in progress or completed) in a related field (Education, Psychology, Counseling, Social Work, Occupational or Physical Therapy, Speech/Language Pathology, Nutrition, Nursing, Pre-Med or other health care related careers)
- Experience working with Neurodiverse teens or adults with challenging behavior.
- Prior experience with Applied Behavioral Analysis academically or in practice

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- Registered Behavior Technician (RBT) experience is preferred but not required. Without RBT experience, the House Manager would be expected to attain the RBT certification within an initial period of hire.
- Prior training and experience about de-escalation, transportation, and in last resort situations the use of clearly defined restraint procedures
- History of leadership in academic, volunteer or work arenas

## **SALARY**

- Determined by a rubric that includes a combination of academic background, BACB credentials, years of experience as a Direct Support Professional and/or as an RBT or Board-Certified Assistant Behavior Analyst (BCaBA), years as a Lead Manager, and years working with neurodiverse adolescents and adults.

## **PERFORMANCE REVIEWS**

- For the first 60 days there are less formal monthly reviews. At 90 days of employment, the TM will begin being measured against the SLS Performance Review rubrics on a quarterly basis in February, May, August & November. Prospective merit and/or COLA increases will be considered following the year-end review.

## **SIGNATURES:**

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House Manager Signature      Date                      Director of Clinical Services Signature      Date