

House Manager – Disability Support

Employment Type: TBC

About the Role

This is a position description for your role as a dedicated **House Manager** to oversee the daily operations of a supported living home for a client with behaviors of concern and a Behavior Support Plan (BSP). The role involves leading a team of 6 staff members to ensure the safety, well-being, and quality of life of the client while implementing best-practice behavior management strategies.

This position requires strong leadership, crisis management skills, and an in-depth understanding of disability support, behavior management, medication administration, stakeholder engagement, and restrictive practices.

Key Responsibilities

Client Care & Support

- Implement and oversee the client's **Behavior Support Plan** (BSP) to ensure consistency in behavioral strategies.
- Support the client with daily living activities while promoting independence.
- Identify and manage triggers, de-escalate challenging behaviors, and apply positive behavior support strategies.
- Ensure all staff are trained in and consistently apply behavior management techniques.
- Maintain a safe, structured, and supportive environment for the client.

Team Leadership & Staff Management

- Supervise and manage a team of 6 disability support workers.
- Provide guidance, training, and mentorship to staff regarding behavior management and restrictive practices.
- Conduct regular team meetings, performance reviews, and shift handovers.
- Develop staff rosters to ensure adequate coverage while maintaining staff well-being.

Medication & Health Management

- Oversee and ensure accurate **medication administration** according to prescribed schedules.
- Maintain up-to-date medication records, incident reports, and health documentation.
- Coordinate with medical professionals, allied health providers, and behavior specialists to support the client's health and well-being.

Environmental & Safety Management

- Implement **approved restrictive practices** in compliance with regulations (e.g., restricted access to knives).
- Ensure visitor policies are adhered to (**only direct family members** allowed).
- Conduct regular **risk assessments** and maintain a safe living environment.
- Respond to incidents and complete required reporting, ensuring compliance with safeguarding policies.

Administration & Compliance

- Maintain accurate client records, progress notes, and incident reports.
- Ensure compliance with NDIS Quality and Safeguarding standards, workplace health and safety regulations, and restrictive practice guidelines.
- Liaise with external stakeholders, including behavior practitioners, guardians, and support coordinators.