

Requirement:

- The Administrator is required to document administrative tasks separately from any direct care duties.
- A minimum of 20 hours per week, per home.
- A majority of the administrative hours should be complete while clients and staff are home.

Duties:

Administrative tasks are those that direct support professionals would not be able to perform independently.

Examples of specific administrative duties:

- Scheduling staff working hours
- Calculating payroll
- Conducting staff training/attending professional training
- Reviewing and processing personnel records
- Coordinating client activities
- Monitor/review/access client/staff records
- Preparing and writing client reports—eg. Annual, quarterly etc ,
- Attending client IPP or other meetings related to the client, eg. IEP, clinical staffing
- Attending and follow up with client major medical/health related issues
- Implementing and reviewing home operating procedures
- Facilitating communications with other professionals that servethe clients
- Monitor and teaching staff to perform their work duties
- Coordinating renovations/repairs to the physical structure of the home
- Coordinating client issues –eg. Insurance, transportation, SIR's etc.
- Monitoring and accounting for home inventory supplies
- Interviewing, hiring and terminating staff
- Auditing P&I records

Examples of *Non-Administrative* Duties:

- Grocery shopping
- Transporting clients
- Shopping for client clothes
- Regular medical appointments
- Substituting for DSP
- Meal preparation
- Cleaning

Key action words to describe Administrative Duties:

Investigating, consulting, training, teaching, assessing, instructing, supervising, advising, organizing, directing, accounting, reviewing, planning, designing, developing, instituting consolidating, reorganizing, customizing, calculating, coaching, programming, establishing, educating