



PT House Manager / Qualified Professional (QP)

Position Summary

The House Manager / Qualified Professional (QP) serves as the clinical lead for assigned residential group home(s). This role provides operational oversight, clinical supervision, and regulatory compliance to ensure residents, staff, and families function at the highest level of quality and competency. Must have flexibility to work various shifts. Min. 20hrs work week.

Essential Duties & Responsibilities

Administrative & Program Oversight

- Manage day-to-day operations of the home, including food, supplies, maintenance, repairs, and household needs
- Oversee residential staff duties and ensure timely, appropriate service delivery
- Attend and participate in required monthly and quarterly meetings

Qualified Professional / Clinical Functions

- Function as the Qualified Professional in accordance with NC requirements
- Provide clinical oversight and supervision to all Direct Care personnel
- Develop supervisory plans and provide documented monthly supervision to residential staff
- Ensure habilitation, training, and support services align with the Person-Centered Plan (PCP) and daily routines
- Ensure staff interactions support skill acquisition, retention, and improvement in activities of daily living, social, and adaptive skills

Person-Centered Planning & Documentation

- Conduct intake services for prospective residents and families
- Participate in all admissions and discharges
- Develop and maintain Person-Centered Plans (PCPs) in collaboration with the treatment team
- Evaluate goal progress and complete required monthly progress notes
- Review documentation in Therap and ensure accuracy and completeness of resident and personnel records

Qualifications

Minimum Requirements

- Must be at least 21 years of age
- Meet NC Qualified Professional (QP) requirements, including one of the following:
 - Master's degree in a related human services field **and** one (1) year of post-graduate experience with the population served, **or**
 - Bachelor's degree in a related human services field **and** two (2) years of post-graduate experience with the population served, **or**
 - Bachelor's degree in a non-human services field **and** four (4) years of post-graduate experience with the population served