



Job Title: Group Home Program Manager

Celebrating Difference. Supporting Individuals.

Barrantes & Associates Inc. is a respected leader in the social service sector. We are committed to a person-centred, evidence-based, and trauma-informed approach to supporting individuals in residential settings. Our team delivers structured, individualized programming that enhances quality of life and supports meaningful outcomes for those we serve.

Barrantes & Associates Inc. is seeking an experienced and organized **Group Home Program Manager** to oversee the operations and programming of multiple group homes. This new role is responsible for ensuring high-quality care, staff supervision, regulatory compliance, and effective program implementation across all assigned sites.

Core Responsibilities:

Program Management & Oversight

- Oversee the day-to-day operations and programming of assigned group homes.
- Conduct regular site visits to monitor program implementation, staff performance, and home operations.
- Ensure individualized support plans are implemented consistently and effectively.
- Coordinate daily programming, recreational activities, and structured routines for residents.
- Collaborate with clinical and ABA teams to adjust programming as required.
- Ensure all client appointments are scheduled, tracked, and attended.
- Set up programming upon client admission, ensuring completion of all required documentation and policy sign-offs.

Staff Supervision & Team Leadership

- Provide direct supervision, coaching, and support to staff and house leads.
- Respond to staff concerns, provide direction, and resolve issues as they arise.
- Lead team meetings, including agenda preparation and follow-up.
- Deliver ongoing training and performance feedback to staff.
- Promote accountability, professionalism, and adherence to organizational standards.



Administrative & Operational Responsibilities

- Maintain accurate and up-to-date client files and program documentation.
- Track client-related expenses, including QAM requirements.
- Develop and manage monthly budgets for each home.
- Oversee activity schedules and programming calendars.
- Update program protocols and communicate changes to staff.

Compliance & Quality Assurance

- Ensure compliance with MCCSS, CYFSA, QAM, and SOR-RL standards.
- Participate in inspections, audits, and quality assurance processes.
- Monitor adherence to policies, procedures, and regulatory requirements across all homes.

Continuous Improvement

- Identify opportunities to enhance program quality and service delivery.
- Stay informed of industry standards and apply best practices.
- Support the development and refinement of internal policies and procedures.

Additional Responsibilities:

- Provide support to the After Hours program as required.
- Perform other duties as assigned to support program operations.

Key Attributes of a Successful Candidate:

- Strong leadership and organizational skills.
- Ability to manage multiple sites and priorities effectively.
- Sound judgment and problem-solving abilities.
- Excellent communication and team collaboration skills.
- Knowledge of regulatory standards and group home operations.



At Barrantes & Associates Inc., we celebrate individuality and empower people to thrive. We value diversity in all its forms, including ability, race, religion or belief, gender identity, gender expression, age, and other dimensions of identity. Barrantes & Associates Inc. is proud to be an Equal Opportunity Employer.

As part of our recruitment process, Barrantes & Associates Inc. utilizes artificial intelligence (AI) tools to record interviews and generate summaries for review. Final hiring decisions are made by our management team.

Job Type: Full-time

Pay: \$69,000.00-\$75,000.00 per year

Benefits:

- Company events
- Dental care
- Extended health care
- Life insurance
- Vision care