**Section 370.400 Administration**

a) There shall be a qualified program coordinator directly responsible for the overall operation, program and management of a Community Living Facility. This person shall be a college graduate, at least twenty-one (21) years of age with training and experience as determined appropriate by the Department, in consultation with the Illinois Department of Mental Health and Developmental Disabilities. Appropriate experience is one year's experience working with the developmentally disabled. This person may also be the house manager.

b) There shall be a qualified house manager on duty forty (40) hours a week who shall be responsible for the operation of the facility and its inhabitants. This house manager must delegate this reponsibility to another staff person, in his or her absence, as supervisory responsibility must extend throughout each 24-hour period. This person(s) shall be a high school graduate or equivalent, at least twenty-one (21) years of age, with training and experience as determined appropriate by the Department, in consultation with the Illinois Department of Mental Health and Developmental Disabilities.

c) The program coordinator and house manager shall be of reputable and moral character, in good physical and mental health, have an understanding of the needs of the residents, have the ability to establish a program to meet their needs, and be capable of directing and supervising persons working and residing in the facility.

d) The program coordinator shall delegate adequate authority to the house manager. Such administrative assignment shall not interfere with the supervision of the program for the residents.

e) The licensee, program coordinator and house manager shall be familiar with all applicable statutes and regulations. They shall be responsible for seeing that the applicable regulations are met in the facility and that employees are familiar with those regulations according to the level of their responsibilities.