

Job Posting

Job Title: Residential Assistant Manager

Job Type: Full-time

Location: As per the need of the service, generally work is performed in the Residence and in other locations in the community.

Education: High School Diploma or equivalent required. Undergraduate degree in relevant field preferred

Experience/Training: Work experience with the developmentally disabled population in a community residential setting preferred.

Job Summary: Assist Residential Manager in administering ongoing operations and activities of the Residence. Responsibilities include staff supervision and all aspects of consumer support. Acts as shift lead in absence of Manager.

Job Description:

- Collaborate with other staff in the development and implementation of consumers' Individual Service plans (ISP) .Train and support consumers in all areas of their ISP.
- Assist consumers in nutritional planning, grocery shopping and preparation of all meals.
- Train and support consumers in the community.
- Arrange/provide transportation for consumers.
- Support family members; arrange for consumer home visits.
- Complete and submit all required daily, weekly, bi-weekly, monthly, quarterly and annual reports as scheduled.
- Ensure that all required documentation in Therap has been completed for shift including, strategies, daily log, T-Logs, GER's, S-Comm's etc

Pay: \$17.94/hr

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- 401(k)
- Life insurance
- Paid time off
- Tuition reimbursement
- Referral program
- Professional development assistance
- Employee assistance program

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