

GROUP HOME MANAGER

JOB TITLE: Group Home Manager (Old Stirling)

CATEGORY OF EMPLOYMENT/STATUS: Supervisory

CATEGORY OF EMPLOYMENT/CLASSIFICATION: Full-time/Exempt

DEPARTMENT: Residential

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

LOCATION: As per the need of the service, generally work is at the residences or in the Community.

EXPERIENCE/TRAINING: A minimum of five years of experience working with persons with developmental disabilities. Experience in a community residential setting preferred.

KEY ROLES AND RESPONSIBILITIES :

- Act as liaison, advocate and coordinator for consumer involvement in support groups, vocational programming, transportation services, integrated community activities, recreation and learning independent living skills.
- Oversee all consumer medical, medication and health issues for up to ten medically challenged consumers.
- Provide and ensure communication of medical and health issues to staff, agency nurses, families, etc. using appropriate logs when necessary.
- Develop positive, cooperative and professional relationships with persons served, families, guardians, support staff, volunteers, agency staff, DDD, Support Coordination, HUD and other state and local agencies.
- Ensure operational practices align with DDD standards. Office of Licensing Standards, Standards of Excellence, CCW manual, Medicaid and Agency standards.
- Oversee all necessary functions of the Therap electronic records system (T-Logs, GER's
- S-Comm's ISP's) for the Group Home. This is to include the training of all staff on how to utilize Therap according to policy, procedure and best practices

SALARY RANGE: As per Agency salary guide.

Benefits:

- Medical, Dental, Prescription and Vision Insurance for **employee and family**
- Life and AD&D Insurance(**Employer Paid**)
- Long term Disability (**Employer Paid**)
- 401k (**Both Full and part time employee**)
- Short term Disability
- FSA
- Paid Trainings

Send your resume to jobs@thearcofsomerset.org

In-house applicants should direct letter of intent or resume to monimalaj@thearcofsomerset.org