

Job Title: Assistant Manager – Residential Group Home

Job Type: Full-time | 35 hours/week

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

Pay: \$19.09/hr

Benefits:

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

Education:

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

Experience/Training:

- One year experience with I/DD in a community, residential setting required.
- Valid Driver's License required

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, arrange/provide transportation.
- 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

Vaccination Requirements: Candidate must be able to provide proof of vaccination pursuant to Executive Order 290.

Equal Opportunity Employer