



Position Title:

Home Manager/Home Coordinator

Job Summary:

The Home Manager/Home Coordinator is responsible for the day to day operations of the home ensuring a positive and nurturing living environment for individuals experiencing intellectual impairments. The Home Manager/Coordinator manages an assisted living home, provides support in all activities of daily living, and ensures community inclusion opportunities are provided. The Home Manager/Coordinator supervises other staff working in the home, ensures home finances are used properly, and ensures that all paperwork and reports are complete, accurate and timely. The successful candidate is creative, fun-loving and compassionate.

The Home Manager/Coordinator positions are full time.

Job Duties:

- Assists in the development of each resident's Person Centered Plan; develops written calendars to assist the individual in meeting the goals outlined in the Person Centered Plan.
- Implements support services as outlined in the Person Centered Plan, including but not limited to, activities of daily living, employment, inclusionary activities and active learning.
- Ensures direct care is provided as needed in various activities such as personal finances, shopping, meal preparation, and activities of daily living, which include bathing, toileting, dressing, housekeeping, laundry, etc.
- Assure appropriate maintenance, cleanliness and safety of physical site and home vehicle.
- Assists in the development of each resident's Person Centered Plan; develops written calendars to assist the individual in meeting the goals outlined in the Person Centered Plan.
- Implements support services as outlined in the Person Centered Plan, including but not limited to, activities of daily living, employment, inclusionary activities and active learning.
- Ensures direct care is provided as needed in various activities such as personal finances, shopping, meal preparation, and activities of daily living, which include bathing, toileting, dressing, housekeeping, laundry, etc.
- Assure appropriate maintenance, cleanliness and safety of physical site and home vehicle.

Required Qualifications:

- Bachelor Degree in a health-related field **OR**
- Completion of an approved management, administrator, or CNA training course and one (1) year or experience working with people who experience disabilities **OR**
- Two (2) years' experience working with people who experience developmental disabilities and/or challenging behaviors **OR** equivalent combination of related education and experience

- **AND** Two (2) years supervisory, teaching, or mentoring experience
- Computer literacy (Microsoft Suite, Google, Gmail etc.)
- Ability to lift 50 lbs, or 1/3 of body weight, whichever is less, on a regular basis
- Must be 21 years or older
- Possess a valid driver license & at least 2 years of driving experience (may include permit time)
- Provide proof of a responsible driving record that meets agency guidelines
- Pass a criminal background check under state regulations
- Obtain a TB clearance
- Speak, read and write American English

Please note: Written proof of experience will be required at the time of hire. Written proof includes: diploma, transcripts, employee evaluations or written employment verification from a previous employer.

