

TITLE Residential Program Manager

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

CATEGORY Management

DESCRIPTION This is a mid-level management position that assists the assigned Residential Director in the overall administrative oversight of assigned houses within our community residential programs that support individuals with intellectual, developmental and physical disabilities. Duties include: recruiting, selecting, evaluating and training of staff; and ensuring and upholding the philosophy of persons' served self-determination. Will be responsible for ensuring appropriate services are delivered in the most cost-efficient and effective manner while ensuring quality and compliance with all agency, state, federal, and program specific regulations.

This is a FT exempt position that includes a variable/flexible day, afternoon and evening hours schedule, Mondays-Fridays, with occasional weekends and emergency coverage required. Salary Grade Minimum is \$18.21per hour.

Job Specific Competencies Include but are not limited to:

1. Assists the assigned Residential Director in the overall administrative oversight of assigned houses within our community residential programs. This includes recruiting, selecting, evaluating, and training of staff; and ensuring and upholding the philosophy of persons' served self-determination.
2. Assumes the Residential Director's duties in his/her absence.
3. Responsible for scheduling and supervision of staff.
4. Ensures management of persons' served health, safety, and well-being.
5. Ensures overall writing, implementation, and training of goal implementation strategies and evaluations of such.
6. Assists in the coordination and completion of individualized plans, individual planning meetings, and progress reviews for assigned units.
7. Advocates for changes to the individual plan according to the changing needs of the person served.

Dan Vannoy, Recruiter

The Arc of Washington County

820 Florida Ave, Hagerstown, MD 21740

Phone 301-797-2121 X2223

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8. Oversees purchasing of household supplies and personal items in accordance with budgets and individual accounts of persons served.
9. Responsible for the overall physical facility maintenance
10. Responsible for the preparation of records and reports for the Residential Department.
11. Assists in intra-agency department scheduling of in-service trainings.
12. Will serve as an instructor for orientation and re-certification in-service training as assigned.
13. Assists with developing schedules and be available for on-call beeper responsibilities for assigned residential sites.
14. Attends all Residential and Administrative Staff Meetings upon request.

**POSITION
REQUIREMENTS**

Position requires an Associate's Degree (Bachelor's Degree and Human Services degree preferred), and a minimum of two (2) years of experience supporting persons with disabilities in a residential program. A minimum of one (1) year of experience in a supervisory management position directly supervising staff or leadership or mentoring experience preferred. Must also be 21 years old or older, and have a valid driver's license along with two (2) years of driving experience and good driving history.

The successful candidate will also need to pass a reading comprehension and math test, background check and pre-employment screenings, including drug screen. Position requires lifting, transferring, and the ability to provide direct care and implement proper restraint techniques to ensure persons served health and safety. Two wks. paid specialized training (Held M-F 8:30 am – 5:00 pm), competitive benefits & tuition reimbursement offered.

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