



FAVARH ASSISTANT MANAGER – RESIDENTIAL \$35,600 Year with Benefits

JOB SUMMARY

The Assistant Manager in Residential Services is responsible for the daily operation of the assigned residential program, and may be required to be available in the manager's absence. Daily operation of a residential program includes implementing procedures and individual activities that encourage residents to reach their highest level of independence.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Responsible to provide ongoing training, follow up and support to participants as assigned.
- Provide support to Department Managers as assigned.
- Maintain a program management caseload of responsibilities.
- Coordinate Quality Assurance and Health & Safety Assignments.
- Responsible to ensure compliance and application of all DDS quality indicators.
- Provides supports in the coordination, planning and scheduling, coverage and transportation.
- Actively involved in the organization and implementation of project assignments and special events.
- Supports Managers in the facilitation, completion and dissemination of team meeting minutes.
- Daily evaluation of staff performance and implementing disciplinary procedures as needed
- Timely completion of documentation requirements identified by all stakeholders.
- Daily communication with staff, management, and administration.
- Maintains up to date files and records.
- Implementation of positive reinforcement strategies for team building and staff development.
- Ensure active treatment and incidental teaching through out every day.
- Develops expanded opportunities for program site "*New, Different and Innovative*".

MINIMUM EDUCATION & EXPERIENCE REQUIRED:

- Bachelor's Degree in related field and 1 year work experience in the Human Services field, or
- Associates Degree in related field and 3 years of work experience or
- Leadership experience in Human Service field and a HS Diploma/GED

BENEFITS/SCHEDULE

Benefits: Health, Dental, Vision insurance; Retirement plan; Paid time off; Flexible schedule.