The Arc of Central Alabama: Job Posting

Job Title: Group Home Manager	Job Code:
Department: Residential Services	FLSA Status: Non-Exempt
Reports to: Director of Residential Services	
Work Schedule: Shifts Vary (must be flexible)	

Job Duties:
- Responsible for day-to-day management of assigned facilities (including but not limited to, the overall health, safety, development and supervision of staff and residents)
- Create relationships with people served
- Develop and/or implement service plans using creative and thoughtful techniques developed through the Person Centered Support Plan
- Work with team to ensure that the requirements of the support plan are met and maintained
- Work independently to supervise all functions of the group home (supervision of people served and staff)
- Schedule staff for assigned shifts; approve earned time
- Schedule and participate in various community outings
- Maintain group home facilities; perform administrative duties
- Transport people served
- Perform other duties as assigned

Knowledge, Skills and Abilities Required:
- Must have a high school diploma or GED; bachelor's degree in human services or related field preferred
- Must have demonstrated experience and expertise working with people with intellectual and/ or developmental disabilities
- Must have excellent written and verbal communication skills
- Must have excellent organization skills
- Supervisory experience preferred
- Must be flexible- hours will vary based on needs of the assigned homes (on-call daily for assigned homes)
- Must have reliable transportation and valid Alabama driver's license required; must be insurable by the agency's insurance
- Must be able to pass pre-employment screening

Physical Requirements:
- Frequent lifting, standing, walking, driving, pulling, restraining, and walking up and down stairs
- Must be able to perform various outdoor physical activities

Apply online at www.arcofcentralalabama.org/about/careers/ or in person.
Blount County 615 Fairgrounds Ave; Oneonta, AL 35121
Jefferson County 5348 Oporto Madrid Blvd South; Birmingham, AL 35210

EOE/M/F/Vet/Disabled