



The Arc of Central Alabama Job Posting

Job Title: Group Home Manager	Job Code: GHM08052019
Department: Residential	FLSA Status: Non-Exempt
Reports to: Director of Residential	
Work Schedule: Shift Varies (must be flexible)	

Job Duties:

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

Knowledge, Skills and Abilities Required:

- H.S. Diploma/GED required (combined with demonstrated experience and expertise working with individuals with intellectual and/ or developmental disabilities)
- Bachelor's degree in human services or related field preferred
- Must have excellent written and verbal communication skills
- Must have excellent organization skills
- Supervisory experience preferred
- Must be flexible, as 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 and must be insurable by the agency 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 outdoor physical activities

Apply online at www.arcofcentralalabama.org/about/careers/ or apply in person at 5348 Oporto Madrid Blvd South; Birmingham, AL 35210

EOE/M/F/Vet/Disabled