



The Arc of Central Alabama Job Posting

Job Title: Residential Coordinator	Job Code: RC04092018
Department: Residential	FLSA Status: Exempt
Reports to: Department Head	
Work Schedule: Monday-Friday 8:00am – 4:30pm, OT as needed	

Job Duties: Supervise managers and direct care staff to ensure compliance with work plans and the residential homes; provides quality human service programs; responsive to the needs of the persons-served within the home; train staff; participate in the development of the person-directed plans; review monthly progress reports; serve as an advocate for the person-served; assist the Assistant Director of Residential Services with overall efficiency of the management of the homes within the unit

Knowledge, Skills and Abilities Required: 4-year degree in a Human Services field and experience with IDD individuals. Excellent oral and written communication skills with the ability to complete detailed reports. Valid Alabama driver's license, which is cleared through our insurance company.

Physical Requirements: This position requires frequently standing; walking; hand dexterity; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

Email resume to: jobs@arcocentralalabama.org or complete application and apply in person at:
The Arc of Central Alabama
5348 Oporto Madrid Blvd S Birmingham, AL 35210
Office hours: 7:30 a.m. – 4:00 p.m.

EOE/M/F/Vet/Disabled