



## The Arc of Central Alabama Job Posting Notice

<b>Job Title: Residential Coordinator</b>	<b>Job Code: RC04092018</b>
<b>Department: Residential Dept. 97</b>	<b>FLSA Status: Exempt</b>
<b>Reports to: Department Head-Leo Kimbrough</b>	
<b>Work Schedule: Monday-Friday 8:00am – 4:30pm, OT as Needed</b>	

### **Job Duties:**

Supervise the managers and direct care staff to insure the compliance with work plans and the homes. Provides quality human service programs. Responsive to the needs of the persons served within the home. The Coordinator will in-service and train staff, participate in the development of the person directed plans, review monthly progress reports, serve as an advocate for the person served, and 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. Experience in the field of MRDD. Excellent oral and written communication skills with the ability to complete detailed reports. Must possess 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.

**EOE/M/F/Vet/Disabled**