



The Arc of Central Alabama Job Posting Notice

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

Job Duties:

- Provide Guidance and direction to Group Home Managers and direct care staff to ensure compliance with work plans and home procedures
- Provides quality human service programs for people served by the organization
- Be responsive to the needs of the people served within the home
- Provide in-service (training) and train employees
- Participate in the development of person directed plans
- Review monthly progress reports; regularly complete detailed reports
- Serve as an advocate for people served
- Assist the Director of Residential Services with overall efficiency of the management of the homes within the unit
- Perform other related duties as required

Knowledge, Skills and Abilities Required:

- Must have a bachelor's degree in a Human Services field
- Must have experience in the field of intellectual and developmental disabilities (IDD)
- Must have excellent oral and written communication skills
- Must have a valid Alabama driver's license and be able to be insured through the agency's insurer
- Must be able to pass pre-employment screening (drug, background, MVR)

Physical Requirements:

- Frequent standing, walking, hand dexterity, reaching with hands and arms, climbing or balancing, stooping; kneeling, crouching, crawling, and speaking and listening both near and long distances; Must have vision abilities that include close vision, distance vision, color vision and depth perception
- Occasional sitting required
- Frequent lifting and/or moving more than 100 pounds

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