

Job Title: House Manager
Department: Sandstone
Posted: March 23, 2016
Wage: 12.00-12.61, DOE



Helping people live
their greatest lives

Are you looking for an opportunity to make a difference in the lives of people who have disabilities? Are you interested in social justice and advocating for personal and civil rights alongside people whose voices have historically been ignored? Are you a creative and passionate person looking to work for a dynamic organization with practices that are leading change in our industry? If you said YES to any of these, you may be just the person we are looking for to step into this role! Full benefits package including 120 hours of paid time off in first year (increases annually) and 7 paid holidays.

Essential Responsibilities:

- Responsible for new employee paperwork and training
- Assist with schedule and timesheets
- Assist with medical appointments as well as monitoring annual and ongoing paperwork for medical needs
- Assist with billing, answering phones, filing, ordering office & medical supplies as needed
- Ensure licensing requirements are met
- On-Call rotation as assigned

Credentials/Qualifications:

- Valid driver's license
- High School Diploma, GED, or actively enrolled
- CPR Certified
- Able to negotiate transfers for people in wheelchairs
- Must be able to negotiate stairs
- Must pass DHS background check
- Must have a valid driver's license and clean driving record
- Must have 2 years of experience working in the human service field

Work Environment:

Candidates will be expected to work generally Monday – Friday, 11-7, with some flexibility based on program needs. The person in this position will work 35-40 hours per week.

How to Apply: Please email or fax resumes with cover letter to deedree@cipmn.org or 320-245-5105, attention Deedree.