

Job Title: House Manager
Department: 18 th Ave
Posted: March 2, 2017
Wage: \$13.97-\$14.54 hour 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:

- Develop and implement 245D person centered plans.
- Hiring, supervision, training and scheduling of staff
- Some direct care work
- Administrative tasks such as billing and approving timesheets.
- Operations of the home including: purchasing, home maintenance, neighbor relations
- On-Call rotation

Credentials/Qualifications:

- Bachelor’s Degree, preferred
- Supervisory Experience required
- Medication Administration Certified or will receive upon hire
- First Aid/CPR certification or will receive upon hire
- Must have a valid driver’s license and clean driving record
- Familiar with 245D and Adult Foster Care Licensing Regulations
- Must pass a Department of Human Services background study.

Work Environment:

The employee in this position typically works the majority of the time in an Adult Foster Care Home setting. Candidates will be expected to work generally Monday – Friday, 9-5 pm, with some flexibility based on program needs. The person in this position will work 35-40 hours per week.

How to Apply:

Please email resumes with cover letter to teld@cipmn.org attention Tina.