

EDWIN GOULD SERVICES FOR CHILDREN AND FAMILIES

JOB POSTING

JOB TITLE: Residence Manager

DEPT: Residential Services Mental Retardation Developmental Disabilities
Individualized Residential Alternative

LOCATION: Bronx

REPORT TO: Program Director

SUMMARY

Responsible for the overall planning and day-to-day functioning of the IRA Program, including assessment, case management, supervision of staff and evaluation of the effectiveness of the case plan. Duties include the coordination of on-going assessments of each individual's needs, goals, priorities and ability to function. The Residence Manager participates in developing, implementing and evaluating individual treatment plans. The incumbent trains and supervises staff in the residential units, recommends staffing patterns and prepares work schedules. Work is performed under the supervision of the Director of Residential Services.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. It does not limit the assignment of related duties not mentioned.

JOB RESPONSIBILITIES

Assists the Director in monitoring the effectiveness of the IRA Program, including assessment, planning and compliance with department and regulatory guidelines.

Provides support services to residents to assist in the successful transition into residential living.

Ensures that assessments, i.e., educational/vocational/health, are completed and that a plan of service is developed for each service participant; coordinate service plan activities consultants and other program staff; maintain records including contact reports and medical re-certifications.

Assists the team to engage individuals in setting goals and participating in service plan activities; helps monitor progress toward desired outcomes.

Helps train and supervise staff in accordance with residential living standards, conduct training programs.

QUALIFICATIONS AND REQUIREMENTS

Bachelor's degree in social work or related field required. Master's degree in Social Work preferred. Minimum of two (2) years OMRDD and supervisory experience

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