



James L. Maher Center
JOB POSTING

Posting Date: April 18, 2018
Position: Direct Support Manager
Location: Barrington, RI
Schedule: 40 hours per week

Responsibilities:

- Responsible for implementation, oversight and maintenance of all accountability and documentation systems in place at the home including but not limited to.
- Financial – All household and resident finances
- Staffing – All program staffing
- Medical – With assistance from the RN, follow approved medical practices and procedures
- Program – Overall responsibilities including review of all data related to the IP goals and objectives; review of all daily log entries; recording all resident and staff concerns; reporting information at monthly inter-disciplinary team meetings; be an active member of the IDT; provide direct support to all ancillary staff assist in the maintenance of all household records and individual activities schedules.
- Carry out other job related responsibilities as assigned

Qualifications:

- Previous managerial or supervisory experience necessary
- Flexibility a must with 24/7 oversight of Group Home needs
- Must possess organizational skills; be able to work independently and effectively multi-task within a variety of circumstances.
- Must have fundamental bookkeeping skills
- Computer skills including Word, Excel and Outlook necessary
- High School Diploma or GED
- Valid drivers' license
- A favorable National Background check

Contact: Human Resources, HumanResources@mahercenter.org

We are an Affirmative Action/EEOC employer.
Minority/female/disability/veteran