



## **Residential Program Manager**

### **Who We Are:**

The Price Center, founded in 1977, is a well-established non-profit human service organization in Newton Highlands. We are a values based and team focused organization offering residential services, employment supports and day habilitation programs. Our mission is to empower individuals with intellectual and developmental disabilities to thrive in their living, social and work communities. For more information on The Price Center, please go to our website at: <http://www.thepricecenter.org>

### **Duties/Responsibilities:**

- Oversee daily operations of a residential program supporting adults with developmental disabilities.
  - Monitor and supervise the development of all services and ISP goals for the individuals in accordance with Price Center and DDS guidelines.
  - Serve as the primary person in charge for hiring, training, and supervising all staff while also providing leadership to staff by creating a positive work climate.
  - Ensure that services are maintained according to DDS, CARF, and QUEST and all applicable regulatory standards.
  - Ensure compliance with program budget through consistent monitoring and bi-weekly approval of all timesheets.
  - Oversee all medical, clinical, and financial needs of the individuals by identifying and securing appropriate services as needed.
  - Maintain the physical facility for safety and cleanliness for maximum program efficiency.
  - Create opportunities and provide support to individuals in making decisions to develop their skills and foster independence both in the home and outside in the community.
- \*Effective communication with guardians, family, and with other service providers.

### **Qualifications:**

- Bachelor's Degree preferred.
- Current CPR, First Aid, and MAP certifications preferred.
- 2 years working experience with persons with intellectual and developmental disabilities in a residential program.
- 3 years experience in a supervisory role.
- Ability to communicate clearly and effectively both verbally and in writing.

- Valid Driver's License, good driving record and a willingness to use personal or agency vehicle in the course of employment.
- Ability to lift and support the body weight of any program individual with the assistance of another staff member.

**Hours & Location:**

- Full-Time (40hrs/week), must be willing to work some evenings
- Residence is located in Newton

**Our comprehensive and generous benefit package includes:**

- Competitive health insurance (employer pays 85% of premium)
- Dental insurance
- Employer paid Life and Long Term Disability
- Flexible Spending Account
- 403(b) matching retirement plan
- Tuition reimbursement and tuition remission programs
- Loan Forgiveness
- Generous Vacation, Sick, and Personal Time Benefits
- 12 Paid Holidays
- Employee Referral Bonus with no annual cap!

**To apply:**

Please email resume and cover letter or fax to (617) 244-0069