

FULL-TIME ASSISTANT RESIDENTIAL MANAGER

Department: Residential

Summary of Duties: Provides shift supervision and program implementation for IRA department. Ability to maintain an on-call status and provide emergency coverage as designated by a schedule.

Qualifications: Bachelors Degree in Human Services or related field plus one year experience or Associates Degree with three years experience full-time experience in Human Services; or equivalent combination of training and experience. Must have a valid NYS Driver License with an acceptable record as determined by the Agency. Must be able to lift a minimum of 30 pounds and be able to become certified and maintain certification in Medication Administration. Position is for 40 hours per week plus full-time benefits. Hours will include day, evening and overnight shifts. Holidays, weekends and on-call duties included.

Benefits:

- Accrued PTO and sick leave
- Holidays (10)
- Health Insurance
- Life Insurance
- Health Reimbursement Arrangement
- 401(k) Plan
- Pension Plan
- Direct Deposit
- Flexible Spending
- Educational Aide Benefit
- Employee Assistance Program (EAP)
- Staff Referral Program

If you are interested in any job postings mail, fax or e-mail a resume to, or pick up an application at:

Genesee County Chapter NYSARC, Inc.

64 Walnut Street.

PO Box 988

Batavia, NY 14021-0988

Phone: (585) 343-1123

Fax: (585) 343-8976

Email: genarc@rochester.rr.com

Genesee County Chapter NYSARC, Inc. is an Equal Opportunity Employer.