

Career Opportunity

Assistant Residential Director

We're looking for a professional, energetic, and organized person to be an **Assistant Residential Director** for the adults in our program. This person is a member of our administrative team, reports to the Director of Adult Services and is responsible for:

- Performing Quality Assurance monitoring at assigned group homes;
- Key contact for all Life Safety, Division, CARF and Dept. of Health surveys at assigned locations
- Administrative management of multiple residential locations
- Participate in hiring, training and management of new staff members
- Participate in client IP meetings, client intakes, and client moves
- Verifies and approves all time keeping records for direct reports and assures that time keeping records are accurate and completed timely for all staff at assigned locations.
- Ensures that all Mountain Valley policies and procedures are followed by staff at all assigned locations.

Qualifications

3-5 years management experience, preferably in a human services environment, exceptional oral and written communication skills, ability to manage multiple projects and meet deadlines, strong organizational and time-management skills, BA/BS in applicable field, clear driving and criminal record, sound customer service experience.

Compensation & Benefits

Salary, \$37,440 - \$40,496 DOE
Health, Dental, Life, & Vision Insurance –
4 Weeks Paid Leave – 403(b) Retirement Plan

Interested? Please submit a letter of intent to the HR office.