



Employment Opportunity

ICF Residence Manager/QP

Date Available: Immediately

Minimum Education/ Experience:

Bachelor Degree in Special Education, Psychology, Social Work or a related field and at least 3 years full time post Bachelors experience in field servicing persons with intellectual developmental disabilities. Two years (2) of supervisory experience or other equivalent combination of education and experience required. Must know Innovations Waiver and MCO System. Preference will be given to applicants with Intermediate Care Facility (ICF/MR) experience. **Valid North Carolina driver's license required.**

Brief Description of Work Performed:

Supervise day-to-day operations of the ICF residential program and its residents including individual program plans, behavior programs, safety, personal grooming and hygiene of residents. Supervise Direct Service Providers and Shift Supervisors in accordance with established personnel policies and procedures. Ensure CPO, CSD, DON, nursing staff, DSPs and guardians are well informed concerning each client's health needs, concerns and progress. Develop, monitor, coordinate and supervise the implementation of Individual Program Plans and needed services. Chair Interdisciplinary Team meetings; facilitate Interdisciplinary Team process. Coordinate services with other community organizations and agencies. Ensure compliance with applicable local, state and federal minimum program regulations and laws. Maintain effective working relationships with Center personnel, parents and the general public. When necessary, participate in meeting personal, healthcare, and programmatic needs of the residents, including but not limited to, ordering and stocking supplies, maintaining work area(s), refreshing, repositioning and transferring individuals. Ensure that record keeping is current and in accordance with established policies and regulations. Coordinate and conduct regularly scheduled supervisor meetings and residence staff meetings. Work in a team environment. Participate in administrative on-call duty. Routinely lift 40lbs independently and 41-140lbs with assistance.

Hours/Days of Work:

Schedule determined by Director; Exempt positions can require more than 40 hours per week, including nights and weekends depending upon agency needs.

Pay Rate:

Salary determined by experience, exempt position; excellent benefits include: medical, dental, life, STD/LTD, PTO, paid holidays and 403b retirement plan

Closing Date for Accepting Applications:

Open until position is filled

TLC Operations, Inc. is an equal opportunity employer and welcomes applications from anyone qualified.