



TAMMY LYNN CENTER
for developmental disabilities

Employment Opportunity-Raleigh, NC

Qualified Professional Community Residential Program

Date Available: Immediately

Minimum Education/ Experience:

Applicants must have a Bachelor's degree in Special Education, Psychology, Social Work or a related field and a minimum of two years full time post graduate experience in services for persons with developmental disabilities. Must have CAP-MR/DD experience and possess strong communication and supervisory skills. **Valid North Carolina driver's license required.**

Brief Description of Work Performed:

Supervise day-to-day administrative operations of the community residential program. Assist with preparation of an annual budget.

Develop measurable annual program goals subject to the approval of the President/CEO.

Ensure all documentation and billing for services are reviewed, accurate, complete and signed off by QP as required.

In cases of emergency involving the welfare of the residents: make the necessary arrangements, contact proper authorities, and notify immediate supervisor and President/CEO. Ensure compliance with applicable local, state and federal minimum program regulations and laws. When necessary, participate in meeting personal, health care, and programmatic needs of the residents. Ensure that record keeping is current and in accordance with established policies and requirements for CAP/NC INNOVATIONS service definitions, and state licensure regulations.

Completion of IRIS reporting and Care Coordinator/MCO notifications for all incidents.

Complete Inquiries for Injuries of Unknown Source. Responsible for prompt notification for any allegations of Abuse/Neglect/Exploitation, to administration of Tammy Lynn Center.

Routinely lift 40lbs independently and 41-140lbs with assistance.

Hours/Days of Work:

Full Time - Schedule determined by Director of Residential Services

On Call Responsibilities Required

Pay Rate: Based on experience, exempt position, excellent benefits package includes: medical, dental, vision, life ins, STD/LTD, paid holidays, PTO, and 403b retirement plan

Closing Date for Accepting Applications: when position is filled

Contact Person:

Personnel Office Tammy Lynn Center for Developmental Disabilities

739 Chappell Dr Raleigh, NC 27606

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