Date of Notice: January 15th, 2021

Employment Opportunity Available

Position:
House Manager

Hours:
Full Time

Salary
$18.00 to 22.00 /hr.
$3120.00 to 3813.00 / mo.

Posting: INTERNAL and EXTERNAL

Application Dates: *Posted* Friday January 15th, 2021
Closes Monday February 15th, 2021 at 5pm

Position Summary:

The House Manager position is a mid-level management salaried, exempt supervisory position. The House Manager continues learning the agency policies, procedures, and practices, its operating rules, and the expectations of a supervisor while managing the daily operations of a site (or sites) within the Ron Wilson Center organization. The House Manager will supervise the Direct Support Professionals (DSPs) as well as the Individuals being supported within the identified location(s). The House Manager oversees the daily life activities of clients ensuring their health and safety through the supportive efforts of management and DSPs. House Managers are responsible for DSP schedules, training and implementation of Individual Support Plans (ISPs); supports Positive Behavior Support Plans (PBSPs); budgeting and money management; overseeing the Individuals' medical needs and emergency response. The House Manager is present, conducts and advocates for the clients in various meetings, i.e., ISP's, county meetings, on-sites, agency meetings, etc.

Qualified applicants are at least 18, have a high school diploma, GED or equivalent, a current driver's license, approval to work after a background check through the State of Oregon, excellent driving record, and proof of insurance.

Qualified applicants understand and have the ability to demonstrate leadership and professionalism within the agency, at various meetings, and within the community; able to demonstrate the following, (not all inclusive): Management, leadership, and communication skills, the ability to multi-task, work successfully in a team environment, computer skills, be a positive team player and have experience and knowledge with the ISP/PBSP process, a working knowledge of OAR's, one year of experience with ID/DD population desired and previous experience and/or education, and one year of management experience in similar field.

Applicants please submit an Application, Letter of Interest and resume to Human Resources on or before 2/15/2021 at 5:00pm. For more information, please contact Human Resources PH: (503) 838-3976

To Apply:

- Application found at: www.ronwilsoncenter.com
- E-mail resume/application/letter of interest, to: **jhowells@ronwilsoncenter.com OR hbates@ronwilsoncenter.com**

The Ron Wilson Center is an Equal Opportunity Employer
And a Drug and Alcohol Free Work Environment