



**Job Posting – February 7, 2011**

**If interested please submit Internal Application to HR by Friday, February 11<sup>th</sup>**

**\*NEW RESIDENTIAL SITE \***

**Residential Site Manager Position**

**Location:** 191 Vineland

**Supervisor:** Phyllis Williams, Residential Coordinator

**Responsibilities:** Full Time supervisory position working with 1 male client with autism, medical & behavioral needs. Must have valid driver's license and dependable vehicle.

**Hours:** 40 Hours Full Time - 32 Hrs Direct Care & 8 hrs Admin

- ❖ Will be assisting client w/daily activities & community events & provide general supervision & care to clients.
- ❖ Provide general supervision & work schedule for staff & daily upkeep & normal maintenance of household.
- ❖ Assist Coordinator with ISP Development and Implementation.
- ❖ Maintain accurate financial records, including grocery funds and individual spending money.
- ❖ Insure individual receives routine and emergency medical attention, and maintain accurate medical documentation with MCS policy and DMR regulations. .
- ❖ Meet with supervisor for individual supervision on a regularly scheduled basis, and other duties as required.

**Required Trainings/Skills:** First Aid, CPR, Medication Cert., A.N.V. and Supervisory Experience

*If you have any related questions please feel free to call the Phyllis Williams or Karl Kruger at 782-2500*

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Note to employees: Interested employees are invited to discuss the job and qualifications with supervisor and the Personnel Department. Please submit an internal application to supervisor or Human Resources. YOU ARE ENCOURAGE TO CONTACT HR AT 782-2500 FOR ANY CONCERNS.



**Multicultural Community Services**  
Of the Pioneer Valley, Inc.

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**INTERNAL JOB APPLICATION**

To: Human Resources Department

Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Phone #: \_\_\_\_\_ Currently working at: \_\_\_\_\_

I am interested in applying for the position of Site Manager - Vineland.

**Special skills and Qualifications:**

Summarized special skills and qualifications:

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Training: Check training and or Certifications: (circle yes or no)

<b>CPR</b>	Yes / No	<b>First Aid</b>	Yes / No	<b>Medication Certification</b>	Yes / No
Other:	<b>ANV</b>	Yes / No	_____		

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