

**Link Associates
Position Opening
Residential Administrator**

DATE: April 25, 2024

POSITION: Residential Administrator

POSITION SUMMARY: Responsible for the implementation and supervision of the residential programs. Ensure compliance, accreditation, auditing, and organizational standards. Oversee staff to ensure quality service delivery to persons served and families.

ESSENTIAL JOB FUNCTIONS:

- Lead residential staff to manage and administer programs and services consistent with licensure and accreditation bodies and evaluate the results of overall operations regularly and systematically report these results.
- Interpret policies and procedures to area personnel.
- Analyze area monthly financials and propose modifications as assigned. Review and process employee time & mileage data.
- Provide supervision to all department personnel including coaching, the development and review of performance evaluation, completing the interview process and proposed salary adjustments. Compile and/or draft information for preparation of disciplinary actions as needed and participate in the disciplinary actions as coordinated with the Corporate Operations Director and/or Supported Living Director.
- Ensure progress is being made and recorded for persons served programs and ensure implementation of the SCL programming for each person served.
- Develop action plans to ensure that department goals are met.
- Coordinate and/or collaborate with RS for staffing patterns among assigned sites to support persons served needs, to maximize utilization of personnel and ensure persons served staffing requirements are met.
- On-call responsibilities after hours to provide guidance when the RS has questions or needs additional support

QUALIFICATIONS:

- Bachelor's degree in Education, Social or Human Services with three (3) years related successful work experience and two (2) years of supervisory experience. Exceptions must receive prior approval from the Executive Director.
- Must meet agency policy on transportation and background checks.
- Must meet agency Medication Manager Certification.
- Possess ability to work on a daily basis utilizing standard home and office equipment.
- Proven proficient ability to use independent judgment, analytical/decision-making skills, verbal and written communication skills, human relation skills, team working skills, and organizational skills.
- Position will contain Medium physical work consisting of occasional 2-handlifting from floor to waist of up to fifty (50) pounds and occasional 2-hand push/pull of up to sixty (60) pounds of force. This position consists of frequent standing, walking and reaching. The position requires frequent forward bending or crouching or stooping. The employee will need to occasionally climb stairs without the use of railings and occasionally sit.

SALARY RANGE : Based on education and experience

DEADLINE: May 2nd, 2024 or until filled

Submit Internal Transfer Request, Current Resume and Cover letter to:

Robin Stewart

Human Resources

Link Associates

1452 29th Street

West Des Moines, Iowa 50266

Link Associates is an Equal Opportunity Employer