



Community Living Manager

Location: 1400 East 5th Avenue, Knoxville, TN 37917
Full-time

Sertoma Center Inc. has been providing quality services to adults with developmental and intellectual disabilities in the Knoxville area for more than 50 years. Come join our team.

Community Living Manager (House Manager)

We are currently seeking house managers for at least three of our residential homes. This is a supervisory position and the responsibilities include but are not limited to:

- Assure health & safety of people supported by assuring adequate exercise, maintaining up-to-date posting of medical/emergency information, assuring house is hazard-free routinely training in fire evacuation, maintaining clean/sanitary environment and reporting any maintenance needs promptly. Document fire drills and distribute copies to RA/RC.
- Assure family atmosphere through interaction, counseling, outings, conversation, etc.
- Meet service recipient needs through training and supervising cleaning of house, meal preparation, all shopping and personal hygiene.
- Work on training actions and BSP actions/objectives outlined in program plans with residents on a regular basis. Create a training schedule to follow. Document as specified.
- Develop menus and shop for groceries according to special diets/proper nutrition and within food budget and food stamp allowances. Post all menus/special diets for easy access for other staff.
- Plan and follow through with regularly scheduled recreational activities at the house and within the local community; document activities and distribute to RCs.
- Inventory residents' personal items, first aid supplies, and group home supplies; submit request for needed items to RC.
- Maintain house records in an orderly and up to date manner, (i.e., fire drills, med requests, on-site client records-medical, licensure, ISP, etc.).
- Schedule staff for the home; find replacement staff or work open shifts.

- Work closely with RC to reduce overtime payment to non-salaried staff.
- Distribute medications and other medical treatments. Maintain weekly count and re-order as necessary according to agency policy and procedures; report medication errors.
- Distribute spending money, help residents cash paychecks, and counsel and assist them on financial/spending skills.
- Attend circles of support, I-team meetings, monthly staff meetings, and in-services. Provide input to the CM and RC on all plans.
- Maintain the van, i.e., regular cleaning, monthly mileage form with gas receipts. Report, promptly any vehicle problems to the Maintenance Head.
- Document and distribute weekly and monthly vehicle reports.
- Submit assigned paperwork to CM and RC according to schedule in an accurate and timely manner.

Requirements for this position include:

High School Diploma/GED

Valid TN Driver's License

5 years verifiable work history

3 years clean driving record

Ability to pass a criminal background check

Ability to pass a pre-employment drug screen

6 months of experience in a DIDD agency

Some prior supervisory experience

We offer competitive wages, paid training, medical, dental, vision and life insurance for FT employees; we also offer 401K retirement with up to 5% company match for FT employees after 1 year of employment, generous personal paid time off for employees working 35-40 hours per week; and advancement opportunities.

[APPLY NOW](#)