



**Walnut Street Center, Inc**  
**JOB POSTING**

<b>Position:</b>	House Manager	<b>Department:</b>	Residential Services
<b>Status:</b>	Exempt	<b>Salary:</b>	\$47,476 per year
<b>Reports To:</b>	Program Coordinator	<b>Hours:</b>	Full Time, Varied
		<b>Location:</b>	Somerville

**Summary:**

Walnut Street Center's residential services division is looking for an experienced House Manager to be responsible for the administrative and clinical functions of a residential site focused on, supporting individuals with developmental disabilities.

**Responsibilities:**

- Write and implement ISP goals
- Attend and facilitate clinical, team, ISP, and family meetings
- Monitor treatment plans
- Coordinate case management
- Facilitate staff supervision, scheduling, and training
- Manage finances
- Ensure environmental safety
- Assist with direct care responsibilities
- Complete program and clinical reviews
- Ensure that QA/QI procedures are followed

**Requirements:**

- Bachelor's degree in Psychology or a related field, preferred
- Previous supervisory and management experience in human services.
- Strong writing and assessment skills
- Strong experience with behavior management and/or Autism spectrum disorders
- Strong experience with DDS regulations and ISP process
- Valid driver's license
- Excellent MS Office skills including a high proficiency in Excel.
- Excellent verbal and written communication skills. Superior interpersonal skills.
- Ability to organize, prioritize, and meet deadlines.
- Ability to work both independently and as part of a team.

Walnut Street Center believes diversity strengthens the value of workplaces. We are proud to be an equal opportunity employer. All qualified applicants are encouraged to apply.