

Walnut Street Center, Inc
JOB POSTING

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

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.