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Assistant Residential Manager/MH Program

Employment Type

Full-time

Description

On a day-to-day basis, the assistant manager will be responsible for implementing the activities of the community residencies in conjunction with the team of Residential Counselors. The assistant manager will be directly responsible to and work closely with the Residence Manager.

Date posted

October 9, 2018

Responsibilities

- Assist the Residential Manager with the oversight of a community residence.
- Coordinates all services for individuals, including linkages to day treatment, medical, psychiatric, financial, etc., as requested by the Residential Manager
- Provide resident orientation and participate actively in the development of service plans, goals and objectives with residents.
- Assist in maintenance of resident records and fulfillment of case recording procedures.
- Coordinates the implementation of Restorative Service Goals, including staff assignments for goal-related activities, data collection, progress notes, billing requirements.
- Facilitate communications between the team of residential counselors and residents of the program.
- Perform all duties assigned to residential counselors as needed.
- Additional projects/assignments given by the Residential Manager, Program Coordinator, and/or Program Director.

Qualifications

High School Diploma with a minimum of one year experience working with the Mental Health population. College degree in the field of Human Services preferred.

Valid NYS Driver's License

Benefit Package

Benefits to Full and Part-Time Employees:

- Health/Dental/Vision Insurance
- Life Insurance
- Flexible Spending Account
- Education Tuition Assistance
- 401k Retirement Plan
- Personal/Vacation/Sick Time
- Professional Development Trainings
- Much More!