DATE: May 18th, 2020

POSITION: Residential Administrative Specialist

POSITION SUMMARY: Support assigned residential locations to assure quality services are provided in compliance with all accreditation, auditing and organizational standards. Provide observation and feedback on the daily operations of assigned locations including; employee performance concerns and persons served needs to the Residential Supervisor. Assist in the development and ensures the implementation of Life Plans/CCSP’s of assigned persons served.

ESSENTIAL JOB FUNCTIONS:

• Lead area staff to manage and implement programs and services consistent with licensure and accreditation bodies, evaluate the results of overall operations regularly and systematically report results to the Residential Supervisor.
• Interpret policies and procedures to area personnel.
• Provide on-going instruction to assigned personnel in day-to-day responsibilities to meet persons served needs and interests.
• Maintain records to assure overall compliance with licensing, accreditation, auditing and agency standards.
• Represent residential services and Link Associates to internal and external stakeholders, persons served and the community in a professional manner.
• Attend routine staff meetings to review persons served goals and support needs.
• Confer with persons served and stakeholders to evaluate, market, and promote services.

QUALIFICATIONS:

• AA degree in Education, Social or Human Services with one (1) year related successful work 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, multi-tasking skills, human relation skills, team working skills, and organizational skills.

SALARY RANGE : Based on education and experience

DEADLINE: May 26th, 2020

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