

Director of Residential Services

Large reputable non-profit seeks a Residential Director for a program supporting adults with disabilities. This “hands on” position is responsible for the growth, development, and day-to-day functioning of a Residential Program located throughout Frederick and Montgomery Counties. Duties include ensuring appropriate service delivery, staff supervision, overall management of alternative living units as well as maintaining and cultivating productive relationships with stakeholders.

Qualifications: Working knowledge of regulations relative to service provisions to program participants. Demonstrated abilities in supervision, budget management, problem-solving, project/task management, time management and dependability are required. Good organization skills, attention to detail are essential as well as strong written, verbal and oral presentation skills. Proficiency with Microsoft Excel, Word, PowerPoint and Outlook as well as an electronic records system is required as is a valid driver's license with -0- points, the ability to drive a small van/bus and lift up to 50 lbs.

Education/Experience: BA/BS in Human Services or a related field preferred; and two (2) years of experience required. Relative coursework and five (5) years of industry experience with one (1) year of supervisory experience may be considered.

Unified Community Connections offers benefits that include contributory health, dental and long-term disability insurances and fully paid life insurance. Vision, voluntary life and catastrophe coverages, a 403(b)-retirement program with an agency “match” and generous paid time off are also offered. Send a cover letter with required salary expectations to vmcgilton@unified.org or apply at www.unified.org. EOE.