



Job Title: Residential Coordinator

Department: Residential Services

FLSA Status & Position Type: Exempt, Full-time

Reports to: Director of Residential & Personal Supports

About Us:

WeAchieve is a leading provider of comprehensive, customized supports for individuals in the Maryland area living with intellectual and other developmental challenges. With roots as an organization founded in 1948, we make it possible for the people we serve to live and work as fully integrated members of their community — feeling valued and enjoying the friendship of others. Along with colleagues, family members, referral sources and community partners, those we serve know they can trust WeAchieve to be open and available, responding to any comments, questions, and concerns with caring and respect.

Position Summary:

The Residential Coordinator will oversee assigned residential homes and personal support caseloads, providing critical support to individuals and ensuring high-quality service delivery. This role involves supervising Direct Support Professionals, managing Individualized Plans, and coordinating activities that enhance operations and meet the unique needs of each person supported.

Key Responsibilities:

- Supervise and support Direct Support Professionals, ensuring compliance with training and performance standards.
- Manage Individualized Plans (ISPs), including behavior and nursing plans, to align with individual goals and passions.
- Coordinate and monitor safety, health, and environmental standards across assigned homes.
- Oversee budgets and ensure timely scheduling, attendance tracking, and accurate documentation.
- Conduct regular site visits, team meetings, and family or guardian check-ins.
- Participate in on-call rotations to address emergencies.

Qualifications:

- Bachelor's degree in social services or a related field; master's preferred.
- 3+ years of experience in human services, including 1 year of supervisory experience.
- Strong organizational, problem-solving, and communication skills.
- Proficiency in Microsoft Office Suite and ability to manage confidential information.

Interested candidates are invited to apply by visiting [WeAchieve's Job Board](#) or using this [Application Link](#).

Salary Range: \$58,000 – \$67,000

Equal Opportunity Statement:

WeAchieve Inc. is committed to fostering a diverse and inclusive workplace. All employment decisions are made without regard to race, color, religion, creed, national origin or ancestry, citizenship, gender, gender identity, gender expression, disability, pregnancy, sexual orientation, genetic information, veteran or military status, or any other characteristic protected by law.