



# JOB POSTING – DATED

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**Human Resources Department** 504-2625 or [inquire@oppunlimited.org](mailto:inquire@oppunlimited.org)

Roxane Albond-Buchner, Manager of Recruitment & Community Relations

## PLEASE POST

**DATE:** January 12, 2018

**POSITION AVAILABLE:** Site Supervisor (IRA)  
(Non-Bargaining Unit Position)

**WORK LOCATION:** 7332 Ward Rd., North Tonawanda & 4905 Townline Rd., Sanborn

**WORK SCHEDULE:** 40 Hours per Week (Flexible)

### QUALIFICATIONS:

**Bachelor's Degree** in an area of Human Services or related field from an accredited program, and one (1) year experience in human Service capacity, preferably with MR/DD population. OR, **Associate's Degree** in an area of Human Services or related field and two (2) years' experience in a Human Service capacity. OR, **High School Diploma/GED** and three (3) years' progressive experience in a group home setting serving the MR/DD population. OR, an **equivalent combination** of directly relevant education, training, and/or experience deemed adequate for the position. Must have valid New York State driver's license and must meet the Agency's driving policy, which includes a satisfactory driver's license record (MVR).

### MAIN FUNCTION:

Responsible for implementation and supervision of daily residence operations for assigned residences, including housekeeping, and physical plant maintenance, staff scheduling and supervision, orientation and training, health-related care and medication administration, resident and household finances and implementation of resident plan of services. Provides direct supervision to residence staff in terms of task assignments, training, and paperwork requirements, and all other aspects of staff/resident interactions.

### SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Maintains a healthy and safe environment.
2. Oversees the maintenance of the residence (i.e., repairs, cosmetic upkeep, and equipment replacement) in accordance with established cleaning and maintenance guidelines.
3. Must obtain and maintain medication administration certification and SCIP-R Training.
4. Teaches daily living skills, providing assistance, supervision, and counseling as needed, in accordance with individual needs and program plans.

**TO APPLY:** Interested applicants may submit a cover letter and resume to [inquire@oppunlimited.org](mailto:inquire@oppunlimited.org) or mail/drop off to the Human Resources Department, 2393 Niagara Falls Blvd., LPO Box 360, Niagara Falls, New York 14304-0360. Resumes will be accepted until position is filled.

*People with intellectual and other developmental disabilities across Niagara County are waiting for you...We offer competitive salaries and benefits...Take the first step and apply TODAY.*