

Position: Residence Manager – Developmental Disabilities  
Job Location: Queens, NY  
Full-time: 40 hours  
Reports To: Director of DD Services

To advocate and coordinate services as per the need of the individuals in an effort to meet personal goals identified by/for the individual through Residential Services.

### **Responsibilities**

- Overseeing and performing day-to-day administrative functions within the Residential program relative to implementation of Unique People Services policies and procedure as set forth by OPWDD.
- Coordinates and facilitates all monthly staff meetings.
- Initiate and follow through on the hiring process of all new residential staff as identified through Unique People Services.
- Attends all program surveys and in conjunction with the Director of DD Services formulates and compares a written plan of action for program audits and assures follow through.
- Works with Central Office Human Resources, Fiscal Department, Operations, Developmental Disabilities administrative staff and Facilities Maintenance to ensure staffing, equipment; materials and supplies are appropriate and sufficient to guarantee the therapeutic and well-being of the individuals.
- Implement and ensures applicable laws, regulations, policies and procedures are made available to all staff.
- Ensures all staff training is done in a timely manner– while also conducting workshops/trainings on a quarterly or as needed basis.
- Enforces progressive discipline based on Unique People Services policies and procedures for the all of the residential staff.
- Oversees adequate implementation of the Individuals' Habilitation plans and behavioral services.
- Providing direct oversight and monitoring of all fiscal resources.
- Assisting Director of DD Services with development of residential Services.
- Monitor administrative log books.
- Daily monitoring, review and submission of billing documentation
- Organize and monitor medical needs including medication administration
- Managing Incidents while adhering to OPWDD 624 regulations
- Conduct and oversee Supervisors meetings/trainings and hold regular staff meetings.
- Able to perform simple functions on the computer
- Ability to physically assist individuals (possible lifting involved) in an emergency or as needed
- Ensures physical plan and is in compliance with OPWDD standards through monthly checks and reviews of monthly report submitted to the Director of DD Services.
- Additional responsibilities as deemed necessary and appropriate by the Director of DD Services.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess a High School Diploma. Bachelor's Degree preferred. Minimum of four years' experience working with disabilities and progressive supervisory experience in DD or related fields. Two years delivering behavioral intervention services to individuals with DD including the implementation and monitoring of behavior protocols.

E-mail resumes: [recruit@uniquepeopleservices.org](mailto:recruit@uniquepeopleservices.org) with Word document attachments.  
Only applicants being considered for an interview will be contacted.

Unique People Services is an Equal Opportunity Employer.