

MacDonald Training Center, Inc.

5420 W. Cypress Street, Tampa, FL 33607
813-870-1300 or www.macdonaldcenter.org

Community Living Manager

We are seeking a Community Living Manager to lead a team of Supported Living Coaches and Personal Supports to support and guide adults with disabilities in the Community Living Program.

Job Duties include:

- Responsible for the personnel management of assigned personal supports and supported living coaches, including but not limited to interviewing, hiring, motivating, and disciplinary action of team members.
- Ensures that coaches are managing their time well to maximize use of authorized service hours.
- Provides support and mentoring to consumers to assist them with achieving the goals and personal outcomes as stated in their support plans.
- Ensures that a healthy, safe, and comfortable living environment for consumer is being promoted by staff.
- Ensures that the consumer's natural, supportive relationships within the community are being maximized.
- Serve as an advocate by sharing potential interactions and associations with services and resources outside the field of intellectual differences.
- Ensures consumers are developing and maintaining appropriate personal care skills and safety skills.
- Ensures community inclusion, medical appointments, prescriptions, shopping, money management, transportation, and third party benefits are being addressed for each consumer.
- Reviews consumer files to ensure required documentation is maintained in compliance with regulatory and auditing agencies.
- Maintains and updates all required information in case files for assigned consumers.
- Monitor and support staff to ensure that all service delivery entries in EVV and iConnect systems are complete, accurate, and submitted in accordance to established deadlines.

- Performs edit and quality control of EVV and iConnect entries in preparation for billing.
- Prepare implementation plans and annual summary reports.
- Complete all required employee training on an annual or renewal basis.

This is a full time position. Hours may vary based on business needs.

Pay rate is negotiable.

Education/Experience Requirements:

Bachelor's degree from an accredited college or university with a major in nursing, education, or social, behavioral or rehabilitative science and one year of experience preferred. High school or GED diploma and four years of direct professional experience in working with persons with developmental disabilities may substitute for college on a year for year basis. Must possess and maintain current/valid Florida Driver's License, vehicle insurance coverage and registration. Must comply with and pass Level 2 and local law enforcement background screening, drug screening and MVR check.

How to apply:

- See our website at www@macdonaldcenter.org for employment opportunities instructions
- Send resume to Careers@macdonaldcenter.org
- Contact the main office at 813-870-1300 to apply in-person
- Fax application and/or resume to 813-872-6010

Note:

MacDonald Training Center, Inc. is EEO/VET/Disability Employer and a Drug-Free Workplace.

Pay Comments: Excellent and affordable health, dental, vision, life, accident, short term disability, cancer, and hospitalization. Very generous paid time off plan in addition to a 401(K) retirement plan.