



Residence Manager *Abbott House* Swan Lake, NY

Overview: Abbott House is seeking a **Residence Manager** in Swan Lake.

The Residence Manager works with the Unit Administrator to ensure that the youths residential and program needs are being met via the program staff. The Residence Manager oversees all day-to-day activities of the residence. He/she maintains the fiscal responsibilities of the residential budgets. The Residence Manager is responsible for schedules and coverage, to ensure there is appropriate staffing to maintain the overall safety and functioning of the Group home. The Residence Manager will ensure compliance with record keeping and reporting.

Skills needed to perform job;

Leadership Skills

Knowledge of Mental Health systems and linkage

Interpersonal Skills

Familiarity with the characteristics of youth in care, serious mental illness

Requirements:

High School Diploma

3 Years Experience

Physical Exam

Reference Check

Shift, salary, and benefits: This is a full time position, \$55,000 to \$57,000 yearly depending on experience, Benefits include; Health Insurance, Dental Insurance, Paid Vacation, and Holidays.

To apply contact Alisa Pacifico by emailing apacifico@abbotthouse.net.