



JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
House Manager	00031913
POSTING DATE	DEADLINE DATE
	Until filled
POSITION LOCATION	
Magnolia C.L.A. Home Summerville, GA 30747	
GENERAL NATURE OF JOB DUTIES	
<p>Responsible for management and day to day oversight of the Magnolia Community Living Arrangement (C.L.A.). Responsibilities include maintaining/creating monthly staff schedules, staff disciplinary actions as needed, and time and leave oversight. House Manager will also be ensuring C.L.A. is run in an organized and professional manner. Must ensure effective practices and services provided in the C.L.A. are being implemented per multiple state and local guidelines. House Manager will be responsible for coordinating care for the individuals in the C.L.A. through efforts with Support Coordinators, Nurses, and other professional advocates. House Manager will also be responsible for providing Case Management duties for the individuals who reside in the C.L.A. Primary work schedule is Monday –Friday 7:30 a.m. until 3:30 p.m. However, flexibility of schedule is a must.</p>	
MINIMUM QUALIFICATIONS	
<p>High school Diploma or G.E.D., 21 years of age, AND Four years of experience in a social services related position, one being a supervisory role OR Bachelor’s Degree in a Social Services related field from an accredited college or university AND two years of experience in a social services related position, with at least one year in a supervisory role OR One year of experience at the lower level Social Svcs Tech 3 or position equivalent.</p> <p>Preferred: Two Years of experience providing supports to individuals with Intellectual and/or Developmental Disabilities and at least one year of Supervisory experience.</p>	
HOW TO APPLY	
<p>Applicants should submit a Lookout Mountain Community Services Application to the following:</p> <p style="text-align: center;"> Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: Jobs@LMCS.org Telephone: 706-638-5580 x 4114 FAX: 706-638-5445 </p> <p><i>Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4114</i></p>	<p>Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p><i>Lookout Mountain Community Services Application should be filled out carefully and completely with the last ten years of work history included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</i></p> <p style="text-align: center;">APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING
AN EQUAL OPPORTUNITY EMPLOYER**