



## JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
House Manager	00031913
POSTING DATE	DEADLINE DATE
March 30, 2018	Until filled
POSITION LOCATION	
<b>Magnolia C.L.A. Home Summerville, GA 30747</b>	
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, <b>AND</b> Four years of experience in a social services related position, one being a supervisory role <b>OR</b> Bachelor’s Degree in a Social Services related field from and accredited college or university <b>AND</b> two years of experience in a social services related position, with at least one year in a supervisory role <b>OR</b> One year of experience at the lower level Social Svcs Tech 3 or position equivalent.</p> <p><b>Preferred:</b> Registered Nurse (R.N.) with at least two years of supervisory experience.</p>	
HOW TO APPLY	
<p>Applicants should submit a <b>Lookout Mountain Community Services Application</b> 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: <a href="mailto:Jobs@LMCS.org">Jobs@LMCS.org</a>            Telephone: 706-638-5580 x 4114            FAX: 706-638-5445         </p> <p><i>Lookout Mountain Community Services Application can be found at <a href="http://www.lmcs.org">www.lmcs.org</a> 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 <b>the last ten years of work history</b> 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;"><b>APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</b></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**

