



**Job Title:** Residential Program Manager  
**Organization Name:** Pinnacle Community Services  
**Location:** North Las Vegas

**Reports To:** Residential Services Director  
**Status:** Salary- On call

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**Summary:**

Facilitates a positive teaching and training atmosphere conducive to Resident growth and development by leading the direct support staff in the implementation of individual's served plans.

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**Supervisory Responsibilities:**

- Supervision of direct care staff
  - Supervision of in-house and community based services provided
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**Essential Functions and Responsibilities:**

- Facilitates a general responsibility for Residents
- Advocates for individual's rights
- Communicates with professionals (i.e. Nurse, Behavioral Specialist, PCP, etc.) in order to provide care for residents
- Conducts and oversees assessments to implement and revise goals for residents
- Oversees and conducts teaching and training of staff and residents
- Monitors the implementation programming
- Monitors care provided to those assigned
- Trains staff on program modifications per ISP
- Attends required meetings such as Admission, HRC/BIC, Discharge Planning and ISP meetings
- Writes and prepares necessary correspondence, reports, assessments and summaries as directed
- Available by company provided cell phone, email, and/or fax, and responding as needed
- Responsible for all documentation of staff hours worked in the residents'
- Participates in Behavior Management meetings
- Additional duties as assigned by immediate supervisor
- Must have and maintain a valid Nevada driving license

**Education and/or Experience:**

- Bachelors in Human Services or related field from an accredited university/college, (Sociology, Social Services, Psychology, etc.)
- Minimum of one year of professional experience working with persons with intellectual disability or other developmental disabilities

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_