



Rebuilding Lives for a Safer Community

JOB POSTING

Facility	AWS Greenville Veterans Home
Posting Date	October 30, 2018
Closing Date	November 8, 2018
Job Title	Resident Manager
Type of Position:	<input checked="" type="checkbox"/> Full-time (1) <input type="checkbox"/> Part-time
<p>Applicants may apply @ www.alstonwilkessociety.org by completing the online application (include resume) and faxing to (866) 647-5998 or mail to: 3519 Medical Dr., Columbia, SC 29203, or email hrdepartment@aws1962.org to Attn: Toi D. Reid-Worley, Director, Human Resources. Internal applicants may apply by submitting a letter of interest and an updated resume.</p>	
GENERAL DESCRIPTION	
<p>Resident Manager, under the direction and supervision of the Facility Director, is responsible for monitoring and on-site supervision of residents' daily activities, facility maintenance, meal coordination, vehicle maintenance and safety of the residents. The Resident Manager will reside at the Alston Wilkes Veterans Home during their scheduled hours of work and is responsible for the facility in the absence of the Facility Director.</p>	
SKILLS AND EDUCATION REQUIREMENTS	
<ul style="list-style-type: none">• Issues of homeless veterans• Facility management• Communicating effectively orally and in writing• Cooking meals for groups• High School diploma or equivalent	
LICENSES AND CERTIFICATION	
<ul style="list-style-type: none">• Valid Driver's License and proof of insurance• Proof of Auto Liability Insurance if required• Proof of education and credentials will be required for employment	

APPROVED BY: S. Anne Walker, Executive Director

EOE/AA