



*Rebuilding Lives for a Safer Community*

**JOB POSTING**

<b>Facility</b>	AWS Greenville Veterans Home
<b>Posting Date</b>	February 26, 2019
<b>Closing Date</b>	March 14, 2019
<b>Job Title</b>	Resident Manager

**Type of Position:**  **Full-time (1)**  **Part-time**

Applicants may apply @ [www.alstonwilkessociety.org](http://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](mailto: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.

**GENERAL DESCRIPTION**

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.

**SKILLS AND EDUCATION REQUIREMENTS**

- Issues of homeless veterans
- Facility management
- Communicating effectively orally and in writing
- Cooking meals for groups
- High School diploma or equivalent

**LICENSES AND CERTIFICATION**

- 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**