



Rebuilding Lives for a Safer Community

JOB POSTING

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| Facility | Veterans Home GPD Greenville |
| Posting Date | August 20, 2020 |
| Closing Date | August 26, 2020 |
| Job Title | Veterans Home Contract Resident Manager |

Type of Position: **Contractor** **Part-time**

Applicants may apply at www.alstonwilkessociety.org by completing the online application (include resume) and faxing to (866) 647-5998; email to hrdepartment@aws1962.org or mail to: 3519 Medical Dr., Columbia, SC 29203, Attn: Toi D. Reid-Worley, Director, Human Resources. Internal applicants may apply by submitting a letter of interest and an updated resume.

GENERAL DESCRIPTION

Contract 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 Contract 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.

MINIMUM QUALIFICATIONS:

Knowledge:

- Issues of homeless veterans
- Facility management
- Communicating effectively orally and in writing
- Cooking meals for groups

EDUCATION REQUIREMENTS

- High School diploma or equivalent
- Veteran

LICENSES AND CERTIFICATION

- Valid Driver's License and proof of insurance
- Proof of education and credentials will be required for employment

APPROVED BY: S. Anne Walker, Executive Director

EOE/AA