

#19-4 Resident Manager

HARP/VOM, FT, Oahu

The Resident Manager provides live-in management of day-to-day operations of the assigned site including coordinating the entry and exit process for clients. This position insures a safe and secure environment for all individuals on site and coordinates facility repairs and improvements which may include completing minor repairs. The Resident Manager establishes and maintains positive relationships with clients and their families including developing initiatives for clients to participate in on-site and community activities. This position is available 24/7 for emergencies and is the main contact to resolve on-site client issues. The Resident Manager must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: High School diploma plus three (3) years experience and/or training in maintenance and repair, custodial and grounds keeping or related field. One (1) year of management or supervisory experience.

EMPLOYMENT CLEARANCE REQUIREMENTS: Hawaii Crim Check, TB Clearance, Educational verification, Valid Driver's License, No-Fault Insurance Card

DEADLINE TO APPLY: 1/11/2019