

**#24-124 Resident Manager**  
***HARP CBSS FAC, Full Time, 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:** Associate's Degree, plus, three (3) years experience and/or training in maintenance and repair, custodial and grounds keeping or related field.

**EMPLOYMENT CLEARANCE REQUIREMENTS:** TB Clearance, HI State Criminal Check, Driver's License, Driver's Abstract, No-Fault Insurance Card, Access to Insured Vehicle.

**COMPENSATION: \$44,195.91 - \$51,470.37**

**DEADLINE TO APPLY: November 11, 2024**

*Catholic Charities is an Equal Employment Opportunity Employer*  
*For more information about this and other positions, check out our website at*  
<https://www.catholiccharitieshawaii.org/careers/>