Now Hiring House Manager

Blue Cap’s mission is to serve as a catalyst for children and adults with intellectual disabilities to be educated, have quality life experiences, be respected and be a valued member of their community.

Blue Cap has an opening for a House Manager position offering support to six adults with intellectual disabilities in achieving personal outcomes at home and to implement Person Centered Plan (PCP); be responsible for the day-to-day operations of the CILA home; staff supervision and scheduling; assist individuals with money management; maintain house vehicle, home and bills; work direct support capacity two shifts per week.

40 Hours per week; flexible schedule to meet needs of the program

Minimum Requirements:

- DSP Certified w/ 4 years’ experience working with adults with intellectual disabilities
- Proficiency in computer skills; working knowledge of Microsoft Word and Outlook
- Ability to maintain CPR/ First Aid certification and CPI certification
- Valid driver’s license with insurance
- Satisfactory literacy test results
- Ability to lift 50 pounds
- Ability to complete all Department of Human Services training and background check requirements

Please send resume Marianne.L@Blue-Cap.org, or complete an application online at www.blue-cap.org, or come in to the office at 2155 Broadway, Blue Island, between 9:00am and 3:00pm to complete an application.

COME JOIN the BLUE CAP TEAM!

Blue Cap is an Equal Opportunity Employer