



Cornerstone Community Homes Program Manager – Facility Administrator

Cornerstone Community Homes has two openings, in Novato and San Rafael, for a Program Manager to manage a licensed home for developmentally disabled individuals with challenging behaviors. The Program Manager is responsible for the following:

1. Implementation of six residents' Individual Service Plans (ISPs)
2. Supervision and training of staff of ten Direct Support Professionals
3. Staff scheduling and meetings
4. Household management
5. Residents' medical appointments and transportation
6. Quarterly reporting on the residents' activities, and behavioral, skill and communication goals
7. Liaison with residents' families, day programs, Golden Gate Regional Center and Community Care Licensing
8. On-call weekends and evenings

The position requires:

1. Minimum of three years of experience with residential programs for the developmentally disabled, including direct support and supervision of staff
2. Direct Support Professional (DSP) – Year 1 and Year 2 Certification
3. Good written and verbal communication skills
4. Clean driving record as verified by DMV report
5. Criminal record clearance, physical & TB test

Further requirements upon employment:

1. Adult Residential Facility (ARF) Administrator's Certificate (must complete 35-hour course and pass the State of California exam)
2. First Aid Certification

This is a full-time position, Monday through Friday, 1 p.m. to 9 p.m. two days and 11 a.m. to 7 p.m. three days, with on-call duties. The pay rate as a Site Supervisor during the initial training period is \$14.35 per hour with paid overtime according to wage and hour regulations.

After obtaining the requisite Adult Residential Facility Administrator Certificate through the State of California (see above), the incumbent will be promoted to the exempt position of Program Manager with a salary of \$38,631 per year, increasing to \$41,600 on January 1, 2016. An additional stipend of \$3,332 per year is provided to the manager of the San Rafael home for the supervision of individualized 1:1 day programs for two residents. Employee benefits include paid vacation and sick leave, 403(b) Retirement Plan and Kaiser Health Plan.

If you are interested in this position, please contact Jim Rosetti, Assistant Director of Program Services, at our office in San Rafael at 415-472-8600, ext. 21, or email jrosetti@cornerstonecommunityhomes.org.