*www.aidb.org*

 *P. O. Box 698 • Talladega, Alabama 35161*

*Established 1858*

# POSITION AVAILABLE

 R  **RE-ADVERTISED**

#### R-3736 Reference # 116329451

### Posting Date: July 25, 2018

**We receive our applications through the Alabama Career Center System.  Please review position requirements below for minimum qualifications. Visit your local State Career Center or contact via phone 256-480-2109 or fax 256-362-7219 for instructions and application materials.**

**AIDB is sensitive to the needs of individuals who are Blind or Visually Impaired and/or Deaf or Hard of Hearing and for qualified applicants and employees will make reasonable accommodations.**

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**POSITION:     Residential Manager (260 Day Program)**

**Alabama Freedom Center for the Blind Structured Discovery Program / Office of Field**

**Services, Birmingham Regional Center**

**POSITION REQUIREMENTS:**

* **Must have a high school diploma or equivalent General Equivalency Diploma (GED).**
* **Must demonstrate knowledge of the Structured Discovery philosophy and means by which the residential element is integrated into core curriculum components.**
* **Successful experience working directly with students in a day program or educational setting.**
* **Must pass a Braille proficiency test within the first 30 months of employment with a score of at least 80 percent.**
* **Must demonstrate a history of good attendance.**
* **Must illustrate the ability to establish and maintain effective working relationships with staff; consumers and their families; program graduates; peer instructors; advisory groups; and agencies such as the Alabama Department of Rehabilitation Services along with contemporary Structured Discovery Programs.**
* **Must demonstrate maturity, self-motivation, and the ability to exercise sound judgment.**
* **Must follow written and verbal instructions and illustrate outstanding oral, written, and interpersonal communication skills.**
* **Must work flexible hours, including afternoons/nights/weekends (Tuesday – Saturday, 2PM – 10PM).**
* **Must live on-site at the Alabama Freedom Center for the Blind residential facility.**
* **Must have or be able to obtain a valid state identification.**
* **Must have or obtain CPR certification and keep certification current.**
* **Must adhere to AIDB and Structured Discovery Policies & Procedures.**
* **Must keep student information confidential.**

* **Must model mature and responsible behavior especially, but not limited to, social outings with students who are blind or deafblind.**
* **Must either possess or develop an understanding of cultures and needs of persons who are deaf, blind or deafblind, ensuring all actions and decisions demonstrate a respect for and value of persons with sensory loss.**
* **Must be computer literate and skilled in using Microsoft Office Suite.**
* **The successful applicant must submit to a criminal history background information check including, but not limited to, FBI and ABI record repositories.  Upon offer of employment, the applicant must present a non-refundable fee of $49.65 and appear for scheduled fingerprinting appointment.**

**PERFORMANCE RESPONSIBILITIES:**

* **Must keep an AIDB-provided cell phone on-person at all times.**
* **Familiarize students to the residential facility upon program entry and review the unit prior to exit.**
* **Assist student in the residential facility as appropriate aligning with Structured Discovery philosophy.**
* **Help consumers who are blind or deaf/blind evacuate building in case of an emergency.**
* **Administer first aid if appropriate.**
* **Inspect consumers' apartments at designated times and submit monthly reports.**
* **Report damages or needs for apartments to the Alabama Freedom Center for the Blind Coordinator or BRC Director.**
* **Serve as a liaison between the Alabama Freedom Center for the Blind and residential facility.**
* **Develop a weekly schedule for extended day and weekend activities.**
* **Facilitate outings with consumers as advised by the Coordinator or BRC Director.**
* **Plan, participate in and implement appropriate leisure and recreational activities when not otherwise scheduled.**
* **Report any harmful activity or behavior that is against AIDB Policies and Procedures and/or Structured Discovery Handbook to the Coordinator or BRC Director.**
* **Integrate other Structured Discovery curricula core components (Orientation & Mobility, Assistive Technology, Independent Living, Residential Living, etc.) into residential activities – such as Technology Lab, Braille Club, etc.**
* **Participate in cross-training in other Structured Discovery curricula core components (Orientation & Mobility, Assistive Technology, Independent Living, Residential Living).**
* **Complete required inservices/workshops per AIDB policy.**
* **Participate in Structured Discovery Strategic Planning to provide a continuum of services aligning with AIDB’s efforts to design innovative instructional programs to meet the unique and changing education and rehabilitation needs of students, consumers and families.**
* **Demonstrate professionalism in behavior and dress that serves as a role model, setting a good example for Structured Discovery participants and aligning with the AIDB culture.**
* **Treat all consumers and their families with respect.**
* **Perform other duties as assigned.**

**SALARY: $33,902 - $49,976 Scale MR Rank 5A (HS and Structured Discovery Program Completion)**

 **$36,820 - $55 844 Scale MR Rank 5B (BS- Class B Certification)**

 **$38,564 - $58,449 Scale MR Rank 5M (MS- Class A Certification)**

 **Pay increase of 2.5% effective 10/1/18**

 **(260 Days)**

***Direct deposit is required.***

***This is an exempt position, and is  not subject to overtime and/or compensatory time provisions of the Fair Labor Standards Act.***

**DEADLINE FOR APPLICATION: Open until Filled**

**This position is funded by a grant award, funded by revenue generated, necessary for compliance or provides direct service delivery.**