BLIND INDUSTRIES AND SERVICES OF MARYLAND

POSITION POSTING

**Requested start date: asap**

**Position Title: Residential Life Manager for a Residential Nonvisual Blindness Skills Program**

**Department: BISM Independence Training & Rehabilitation**

**Location: Baltimore, Maryland**

**Hiring Mgr.: Matthew Yannuzzi**

**Contact Info: 410-737-2607** **myannuzzi@bism.org**

**Salary: Rent & Utilities plus Salary**

**Number: 1 Position Available**

**Schedule: To be determined**

**General Description:**

**The Residential Life Manager assists staff and students with various aspects of program apartment management.**

**Specific Duties and Responsibilities:**

* **Provide nonvisual blindness training in all areas of the Adult Residential program; focused on Apartment Management.**
* **Proficient in Structured Discovery methodology. To include Orientation & Mobility, Braille, Technology, & Independent Living.**
* **Deliver blindness mentoring to students and their families.**
* **Works with students in a classroom setting as well as an apartment setting.**
* **Externally promote the organization and participate in public or private functions as a representative of the company.**
* **Conduct apartment move-in and move-out procedures for students.**
* **Provide new student orientation.**
* **Make daily rounds of each student apartment to include weekly inspections.**
* **Promote interaction among students through organized activities, seminars, and Monthly Meals, etc.**
* **Communicate with, and serve as a liaison between program Students, program staff and the apartment complex.**
* **Notify Manager of any emergency situations (e.g. Fire call, apartment emergency maintenance needs, student conflicts, etc.), and document all incidents within 24-hours.**
* **Be available at your apartment for residential students during determined hours such as afternoons, evenings and weekends.**
* **Make suggestions for facility and policy enhancements as needed or requested.**
* **Prepare monthly student reports on a timely basis.**
* **Prepare and clean student room prior to a new student move-in and 2-day tour.**
* **Host overnight tours for prospective students in adult residential program.**
* **Attend weekly 1 hour staff meeting.**
* **Work with Youth and Senior training programs as needed.**
* **Perform other duties as assigned.**

**Qualifications:**

**1.   Requires education or learning beyond high school which was acquired by a prolonged course of specialized instruction.**

**2.   Must be able to read and interpret industry-specific journals, financial reports and legal documents as they apply to operations.**

**3.   Excellent oral and written communication skills are necessary.**

**4.   Must be proficient in alternative skills of blindness.**

Interested Candidates please email a resume to Matthew Yannuzzi@ myannuzzi@bism.org.  Any questions please call Matt @ 410-737-2607.

**E.E.O. M/F/D/V**

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