



**Position:** Resident Manager

**Starting Date:** February 2010

**Qualifications:** High School Graduate/Equivalency.  
Good oral and written communication skills.  
Sound judgment and cultural competency  
Entry level knowledge of the biopsychosocial process of addiction/recovery, self help group process and principle of counseling  
Proficiency with basic computer applications  
Ability to work independently  
Ability to relate effectively with staff, clients, internal & external community agencies  
Ability to monitor safety, security, replacement and repair needs of the facility

**Job Description:**

In the Resident Manager role you will assist management of a community residence to include physical plant and food service operations. Reporting to the Team Leader regarding clients housekeeping requirements, when assigned supervises food service personnel and maintains program reports and appropriate documentation. The Resident Manager will maintain food inventory and storage as well as ensuring food sanitation and infection control policies are followed per Onondaga County Health Department regulations, plans menus and manages food preparation. When assigned, the Resident Manager will assist in problem resolution and implementation of program modifications.

**If you are interested in applying for this opportunity**

To be eligible for consideration, please submit an updated SBH Employment Application, resume and letter of interest.

The SBH Employment Application can be found at [www.sbh.org](http://www.sbh.org).

- EMAIL: [hr1@sbh.org](mailto:hr1@sbh.org)
- MAIL: SBH, 770 James Street, Suite 141, Syracuse, NY 13203
- FAX: SBH/HR (315) 474-1554

*SBH is an equal opportunity employer.*