

# HOUSE MANAGER

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*Blue Cap's mission is to support people with intellectual disabilities to enjoy their life to the fullest.*



**Blue Cap has an opening for a [House Manager](#) offering support to individuals with intellectual disabilities in achieving personal outcomes at home and to implement Personal Plans; support individuals on appointments, medical and personal; responsible for the day-to-day site management of the CILA homes and Direct Support Professional staff supervision and scheduling and assist individuals with money management. Maintain a house budget and pay utility 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, preferred**
- **Proficiency in computer skills; working knowledge of Microsoft Word and Office 365**
- **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**

If interested, please send resume to [Amanda.Muransky@blue-cap.org](mailto:Amanda.Muransky@blue-cap.org), complete an employment inquiry online or come into the office at 2155 Broadway, Blue Island, between 9:00am and 3:00pm to complete an application.

*Blue Cap is an Equal Opportunity Employer*

