

HOUSE MANAGER

Blue Cap's mission is to support, encourage and educate people with intellectual disabilities to enjoy quality life experiences and be valued members of their community.

Blue Cap has an opening for a [House Manager](#) position offering support to adults with intellectual disabilities in achieving personal outcomes at home and to implement Person Centered Plan (PCP); be responsible for the day-to-day operations of the CILA home; staff supervision and scheduling; assist individuals with money management; maintain house vehicle, home and 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**
- **Proficiency in computer skills; working knowledge of Microsoft Word and Outlook**
- **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 Marianne.L@Blue-Cap.org or complete an employment inquiry online, come into the office at 2155 Broadway, Blue Island, between 9:00am and 3:00pm to complete an application.

[JOIN OUR TEAM!](#)

Blue Cap is an Equal Opportunity Employer

