

**SKILLS, Inc.**  
**ASSISTANT RESIDENTIAL MANAGER**

SKILLS, Inc. is a nonprofit organization with over 60 years of experience working with adults with Intellectual Disabilities. Our goal is to help people with disabilities live full lives and succeed in whatever goals and ambitions they may have. Our team of nearly 200 employees provides residential and community support to approximately 150 individuals within our many programs across central Maine.

We are currently seeking an **Assistant Residential Manager** to provide support and guidance to approximately 7 residential locations in Central Maine. Assistant Residential Managers are primarily responsible for the implementation of person-centered plans, guiding, training, scheduling and evaluating the performance of each facility's Team Leaders, and monitoring, addressing and reporting their facility needs. Assistant Residential Managers work independently and efficiently while they are also responsible for developing a sense of team among staff and for working in a collaborative way with other Assistant Managers and the SKILLS leadership team. The position requires the ability to work a flexible schedule, which includes overtime on a regular basis during non-traditional hours. Key competencies include supervisory skills, excellent verbal and written communication skills, excellent computer skills and organizational skills, and the ability to work successfully with a diverse employee population.

General Requirements are:

- A passion for serving people
- Excellent oral and written communication skills
- Tech savvy including experience with data mining and analytics
- Excellent organizational skills
- Positive work ethic
- Ability to self-initiate by organizing, prioritizing and analyzing tasks
- High School Diploma or GED (required)/Associate's or Bachelor's Degree (preferred)
- Three (3) years of full time experience in an ID/DD setting, with at least two years of relevant supervisory experience
- Experience working with people who are intellectually and/or developmentally disabled who have challenging behaviors or a dual diagnosis is preferred
- A valid and clean Maine State Driver's License
- Ability to undergo extensive background checks as required

**If you are interested in being considered for this position, please submit an application including cover letter and resume. Applications will be accepted until positions are filled.**

**To apply: visit our website at [www.skillsinc.net/careers](http://www.skillsinc.net/careers) and complete an application. You may also mail/email/fax or drop off your application to:**

**SKILLS, INC. Human Resources Attn: Barbara Richard PO Box 65, 461 Hartland Road, St.  
Albans, ME 04971 [brichard@skillsinc.net](mailto:brichard@skillsinc.net) • Phone: 938-0204 • Fax 938-2693**

**SKILLS, Inc. is a Non-Profit, Equal Opportunity Employer**

SKILLS, Inc., is an equal opportunity employer and prohibits discrimination against otherwise qualified applicants on the basis of the individual's status in a protected class. Protected classes include race, color, religion, sex, age, national origin, genetic information, legally recognized disability, military services or veteran status, creed, gender identity, sexual orientation, pregnancy, marital or civil union status, citizenship, ancestry, ethnic heritage, or any other status protected under local, state, or federal laws.