



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

# Group Home Manager

## Job Information

**Job Type:** Full-Time

**Pay:** \$10.10 per hour / \$21,000 a year

**Program:** Red Hill Group Home

**Location:** Muscogee County

**Posting Date:** 10/9/2020

**Application Deadline:** Open Until Filled

**Position Open to:** All qualified applicants

\*\*\*ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. \*\*\*

Submit Completed State of Georgia application to Recruiter:

**New Horizons Behavioral Health**  
2100 Comer Ave  
Columbus, Georgia 31904

**Fax:** (706) 596-5589

**Email:**  
[jobs@nhbh.org](mailto:jobs@nhbh.org)

**Website:** [www.nhbh.org](http://www.nhbh.org)

## Job Description

Oversees daily operations of group home. Supervises group home staff. Provides monthly supervision to the staff. Ensures group home is up to HFR regulations. Attends meetings as required. Ensures documentation is complete on the same day of service. Must be able to sit, stand or walk for long periods of time. Must be able to lift twenty-five (25) pounds or more. **Must have a vehicle, valid driver's license and current car insurance.**

### Minimum Qualifications:

High School Diploma / GED. Must have supervisor skills. Must have three to five years of experience in behavioral health.

### Preferred Qualifications:

N/A

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons Community Service Board does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

**NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.**

**Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.**

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**