



## Residential Coordinator

Randolph, Vermont

Full-Time

Compensation

\$55,000-\$60,000/yr

As a Residential Coordinator, you'll provide leadership and oversight to ensure high-quality, person-centered supports. You'll play a key role in promoting each individual's health, safety, and personal goals while leading a dedicated team of staff.

This is a **highly collaborative role** that requires strong communication skills and the ability to confidently engage with a wide range of partners.

### What You'll Do:

- Oversee daily operations of a staffed residential home
- Ensure the health, safety, and wellbeing of the individual(s) served
- Coordinate supports aligned with personal goals and interests
- Supervise, coach, and develop residential staff
- Create and manage staff schedules
- Oversee training, documentation, and compliance requirements
- Maintain a clean, safe, and welcoming home environment
- Collaborate with clinicians, specialists, and leadership teams
- Serve as a key point of contact and communicate directly and effectively with families, service coordinators, emergency responders, and partner agencies

### Core Skills & Strengths:

- Strong leadership experience and team-building ability
- Excellent communication skills, with comfort in direct, clear communication
- Strong writing skills for documentation and professional communication
- Highly organized and detail-oriented
- Ability to stay calm and effective in difficult or emergency situations
- Flexible, dependable, and solution-oriented

**Qualifications:**

- Bachelor's degree OR an equivalent combination of education and relevant experience required
- At least 2 years of experience supporting individuals with developmental disabilities
- Minimum 2 years of supervisory/administrative experience
- Experience supporting individuals with complex developmental and behavioral health needs

**Disclaimer:**

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all responsibilities, duties, or skills required. UVS reserves the right to modify job duties at any time. Employment is at-will.