



Assistant Residence Manager *Abbott House* Swan Lake, NY

Overview: Abbott House is seeking an **Assistant Residence Manager** in Swan Lake.

Abbott House is seeking a committed Assistant Residence manager to join the Group Homes team. In this role you will support the Residence Manager in supervising and coordinating operations of the residential facility.

Skills needed to perform job;

Interpersonal skills, excellent command of word processing and spreadsheets software, and communication skills.

Requirements:

High School Diploma

2 Years Experience

Physical Exam, Reference Check

Shift, salary, and benefits: This is a full time position, \$45,000 to \$46,000 yearly depending on experience, Benefits include; Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, and Holiday Pay.

To apply contact Alisa Pacifico by emailing apacifico@abbotthouse.net.