



Job Title: Residential Coordinator

Location: Moorhead, MN

Job Type: Full Time, Salaried

Job Summary:

The Residential Coordinator is a pivotal role in our growing company, offering the chance to work closely with upper management and ownership to shape the future of our residential sites. This position is not just a job, but an opportunity for career advancement and growth. While experience, education, and knowledge are valued, we believe in the potential of the right candidate and are committed to training and development. If you have an entrepreneurial spirit and are eager to learn, this could be the perfect opportunity for you.

Key Responsibilities:

- **Operational Management:** Oversee the daily operations of the residential site, ensuring that policies and procedures are adhered to and that the site runs smoothly.
- **Staff Supervision:** Recruit, train, and manage direct support staff, ensuring they provide quality care to residents.
- **Resident Care:** Ensure the well-being, safety, and happiness of all residents, addressing any concerns or issues promptly.
- **Community Engagement:** Foster strong relationships with the local community, families of residents, and relevant agencies or organizations.
- **Program Development:** Develop and implement programs that enhance the quality of life for residents and support their individual goals.
- **Crisis Management:** Address and manage any crises that may arise, ensuring the safety and well-being of residents and staff.
- **Reporting:** Regularly report to senior management or organizational leaders on the status, challenges, and successes of the residential site.

Qualifications:

- Bachelor's degree in a related field is preferred but not required.
- Previous experience in a managerial role in a residential site or similar setting.
- Strong leadership and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to work flexibly and handle multiple tasks simultaneously.
- A passion for making a positive impact in the lives of residents.
- Entrepreneurial spirit, eagerness to learn, and a drive for growth.

**Benefits:**

- Competitive salary based on experience.
- Yearly bonus potential
- Paid Sick Days
- Paid Vacation

Application Process:

Interested candidates are encouraged to apply by online or forward their resume and cover letter to: employment@iloteam.com. We look forward to hearing from you and exploring the potential for a rewarding partnership.