

## 24 – Seven Home Care Inc

Job Location: 24 - SEVEN HOME CARE INC  
7111 West Broadway Avenue  
Ste 202D  
Brooklyn Park, MN 55428

How to Apply: Email: [24sevenhomecareinc@gmail.com](mailto:24sevenhomecareinc@gmail.com)  
Website: <https://www.24sevenhomecare.com>

Job Title: Residential Home Coordinator

Work Type: Work Days: Weekdays Saturday Sunday  
Work Vary: No , Shift: First(Day), Hours Per Week: 40, Work Type: Regular

Salary Offered: Unspecified

Benefits: 401(k) or other retirement

Physical Required: Unspecified

Drug Testing Required: Unspecified

Certification Required: Unspecified

Experience Required: Unspecified

Required Skills: Compassion and Empathy; Patience and Flexibility; Communication Skills; Observation and Problem-Solving; Dependability and Reliability; Physical Stamina and Fitness; Time Management and Organization; Respect for Privacy and Confidentiality; Knowledge of Safety and Emergency Procedures; Interpersonal Skills and Teamwork.

Preferred Skills: Unspecified

Driver's License: Unspecified

Endorsement(s): Unspecified

Job Description: Coordinate the operations of group homes and personnel; Program documentation at a high level, ensuring extensive daily documentation and all documentation is up to date. Train and oversee the staff's data collection and regularly review and collect and monitor the program data collection; Regular responsibility to be the On-Call Administrator. Provide regular support and supervision to DSPs and other staff and also ensure the program implements corrective action as necessary, review incident and emergency reports; Performs direct care duties , as needed; Prepares work schedule and reviews time cards; Conducts and attends staff meetings, providing input and ideas and new staff orientation. Maintains communication with family and friends of clients; Attends quarterly and annual meetings with residents; Oversees the purchase of house supplies, equipment, and maintenance of house vehicles; Attends applicant interviews and performance evaluations; Transports residents to various destinations as directed; Responds to emergencies situations as needed; Performs related duties as assigned. Provide support, supervision, and oversight as needed. Develop skills in critical areas and develop these skills in staff as assigned by the Residential Service Administrator. Provide periodic training and oversight to compliance-related tasks. A bachelor in Arts or Science minimum is required.

Resume to [24Sevenhomecareinc@gmail.com](mailto:24Sevenhomecareinc@gmail.com)