

*Do you want to make a difference in someone's life?*



*Do you want to build lasting relationships that will make you smile?*

***Come be a part of the Bello Machre Family!***

*(See below for our wonderful job opportunities)*

## **HOUSE MANAGER**

We provide a family-style setting for the people we serve, helping them to be as independent as possible and to be as engaged in the community as they wish to be. We pride ourselves on the loving care that is provided to each person in our program, and only employ caregivers who exemplify that type of environment.

The House Manager generally works 50 hours per week (full-time), usually a split shift Monday through Friday. In addition to supporting the people living in the home, additional responsibilities include maintaining & balancing house funds, scheduling & attending medical appointments, and supervising support staff.

In addition to other paid trainings, all of our House Managers go through our Mentor Program. All employees have the opportunity to attend our CNA-DDA Training Program – **at no cost to them** – and become a CNA with the Maryland Board of Nursing!

We offer a generous compensation package that includes a competitive salary, full benefits, and private living arrangements\*. Bello Machre pays 100% of the cost of the employee's medical insurance, and offers discounted dental & vision insurance, company-paid STD/LTD & life/AD&D insurance, sick & vacation leave, tuition reimbursement, and more! As a special "Thank You!," House Managers receive a free gym membership to the Big Vanilla Athletic Club!

\*Living arrangements are part of the overall compensation package – no rent or mortgage! Bello Machre pays for basic utilities, phone, & cable. All common areas in the home are furnished.

## **REQUIREMENTS**

- A genuine interest in the well-being of those we serve
- Human services experience (through work, volunteering, and/or parenting)
- Prior supervisory experience is preferred
- Be at least 21 years old and have a HS Diploma/GED
- Have a current driver's license with a good driving record for the past three years

**Obtain more information and apply online at [www.bellomachre.org](http://www.bellomachre.org).** Click on "[Employment](#)" at the top of the page. Fax 410-255-0055 or email [mtaylor@bellomachre.org](mailto:mtaylor@bellomachre.org).

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