



Behavioral Healthcare Partners of Central Ohio, Inc., a dynamic not-for-profit organization serving clients in multiple Counties, but primarily Knox and Licking Counties is recruiting for the following position:

## **Residential Aide Team Leader-The Spencer House**

### **Licking County**

BHP is currently searching for an individual to serve as the Residential Aide Team Leader at The Spencer House, BHP's Men's Recovery Center. The individual will be responsible for performing multiple important services to support facility operations including: coordinate and maintain a monthly staffing schedule for Spencer House staff ensuring that all shifts are staffed appropriately which includes 1st, 2nd, 3<sup>rd</sup> shifts, weekend shifts and Holiday operations; organize and lead Residential Aide staff meetings; conduct interviews and participate in the hiring of new employees including facilitating new employee orientation and cross training other Residential Aides to work in other facilities. Manage a team of Residential Aides including providing monthly supervision and annual performance evaluations, approve timesheets, sick leave and vacation requests and submit to Supervisor for final approval. Responsible for a high level of documentation and record-keeping in a variety of sources. Oversee medication adherence for clients. Maintain a housekeeping schedule for daily, weekly and monthly chores both inside and outside the facility. Facilitate all required emergency drills and run safety equipment according to procedures. This position will normally be assigned to work an assigned shift on a regular basis; however, such assignment may change depending on business or staffing needs. Must have ability to cover shifts in the event of call offs. Specific work shift responsibilities vary based upon the shift and its operational and service needs. This position does require the ability to maneuver flights of stairs at least one time each hour. High School diploma and 2 years of experience required, Associates Degree preferred. CDCA preferred. Basic computer and typing skills are required for all positions. Proficient skills in Microsoft Office is required.

Please submit a Letter of Interest and resume to the address listed below.

Rebecca Thomas, Chief Human Resources Officer  
Behavioral Healthcare Partners of Central Ohio, Inc.  
P.O. Box 4670  
Newark, OH 43058-4670  
[recruitment@bhcpartners.org](mailto:recruitment@bhcpartners.org)

BHPCO is an EOE/ADA compliant organization.