

**SHELBY RESIDENTIAL AND VOCATIONAL SERVICES, INC.**  
**3971 Knight Arnold**  
**MEMPHIS, TN 38116**  
**(901) 312-9914**

**\*\*\*PLEASE POST\*\*\***

**\*\*\*PLEASE POST\*\*\***

*DATE: December 28, 2009*

**Applications and letters of interest are now being accepted for the following position ONLY. Monday – Friday, 8am until 3pm. ONLY experienced applicants who meet the minimum qualifications listed below need apply. Applications and resumes are active for 6 months. Jobs on the posting are valid for 5 days from posting date.**

**SITE MANAGER - Knight Arnold Extd - CL II**

**Duties:** Under the supervision of the Residential Support Manager, the Site Manager will supervise the day-to-day operations of a supportive living home. Will be responsible for regulation compliance, budget monitoring and personnel competence.

**Requirements:** High School Diploma or G.E.D. With at least one year experience supervising staff is preferred.

**Special Training:** Thorough knowledge of the areas of developmental disabilities, principles of normalization and community integration. Ability to problem solve. Must have Class D driver's license with F Endorsement.

**Approved By:**

  
\_\_\_\_\_  
**Jeffrie J Bruton, Executive Director**

SRVS is an Equal Opportunity Employer. SRVS does not discriminate on basis of race, sex, religion, national origin, disability, age, veteran status or any other classification protected by federal or state constitution or statutory laws, in provision of employment opportunities.

