

Muskaan-PAEPID

Job Title: Senior Manager: Administration (Assisted Living Facility)

Location: New Delhi, India

Organization: Muskaan-PAEPID

Employment Type: Full-time, On-Site

Application Link: [Apply Here](#)

Introduction to Muskaan [PAEPID]

Muskaan-PAEPID was started in 1982 by parents and professionals. Muskaan is well known for its pioneering work in the field of providing training and work opportunities to adults with ID. Family support, assisted living, awareness and advocacy are other areas of work of the organization. After receiving training in various skills, our students work within Muskaan in distinct units like stationary, bakery etc. creating products, available for the outside world to buy. Students have also been able to secure employment outside Muskaan with partner organizations in various industries

Introduction to the Assisted Living Facility Programs

The Assisted Living Facility offers a comprehensive support system designed to empower young adults with intellectual disabilities to lead independent lives. The approach is centered on three key programs:

Assisted Living Facilities: This program empowers adults with intellectual disabilities to live independently by participating in daily tasks such as cooking and laundry. This engagement nurtures a sense of ownership and respect for their choices, while participants find joy in caring for one another.

Independent Living Training: This program focuses on equipping young adults with essential life skills to live independently.

Transition Home: The Transition Home provides a supportive environment for trainees to reinforce their newly acquired skills.

Community Group Home: Graduates of the ILT program live in a community-based setup. This model enables them to manage their daily needs with minimal assistance, promoting a sense of autonomy within a group setting.

Job Summary:

Muskaan ALF Services is looking for a dedicated Sr Manager Admin who will play a key role in overseeing the day-to-day administrative operations. This role will involve overseeing housekeeping and general operations at Muskaan ALF Services, manage the Leave and Staff Roster System, communicate with residents, staff, educators, therapists, and parents, ensure the safety, health and well-being of residents by maintaining medical and hygiene care standards and organize Muskaan ALF

events, handling and monitoring petty cash with accurate record-keeping, and ensuring processes are in place for residents' internal and external transitions of residents.

Role Holder Specification:

- Preferably Male
- Age should be between 23 – 30 yrs.
- More than 2 years of Experience preferably in a similar role.

Skills:

- Good communication skills and Interpersonal Skills
- Ability to Manage Multiple Tasks
- Attention to Details
- Conflict resolution skills.
- Teamwork and collaboration
- Organizational skills for record-keeping, reporting and planning.
- Patience, empathy, and understanding of the challenges faced by

Knowledge:

- Intellectual disabilities and related developmental challenges.
- People Management
- Planning and Reviewing
- Dealing with multiple teams (educators, therapists, parents etc.)
- Resources Management

Attributes:

- Patience and Empathy
- Service Orientation