**Home Administrator, QMHP**

**Bend, Oregon**

MENTOR Oregon is seeking a full time **Home Administrator** to oversee the day-to-day operations of our Bend Residential Treatment Home. This home provides around the clock assistance to our clients with mental illnesses who are under the jurisdiction of the Psychiatric Security Review Board (PSR). This home is one of their last stops before being able to live independently in the community.

The Home Administrator will facilitate the implementation of Individual Service Plans (ISP) and participate in a range of administrative duties including staff hiring, training, scheduling and oversight. This individual will also ensure quality of services delivered and compliance with regulatory requirements.

**Qualifications:**

* Masters degree plus two to three years of experience in the human services industry.
* Valid Qualified Mental Health Professional (QMHP) certification required.
* Valid driver’s license.
* Other education and experience plus licensure as required by state.

Interested applicants are encouraged to apply online at <https://jobs.thementornetwork.com/job/bend/home-administrator-qmhp/746/6204812>

Applicants may contact Staff Recruitment Specialist, Julie Nims at [Julie.Nims@TheMentorNetwork.com](mailto:Julie.Nims@TheMentorNetwork.com) with questions regarding this position.