



**TITLE:** House Manager

**SUMMARY:** This position carries the responsibility of the daily management of the physical facility, assuring that it is a clean, safe environment; utilizing the support of clients and volunteers. Assures that household and client needs are met including: food, supplies, and other necessities.

**Reports To:** Director of Shelter Operations

**Direct Reports:** Shelter Relief Staff

**Job Responsibilities**

- **Household Management:** This employee is responsible for the oversight, impeccable cleanliness and upkeep of the house, storage areas and outer areas. Must maintain strict compliance with health and safety requirements, as well as, regulations required by our funding sources. Responsible for ensuring shelters have needed groceries and supplies, and being aware of all household needs, linens, etc. The House Manager is included in the on-call rotation, for emergencies and major client concerns for overnight and weekend staff.
- **Supervision:** This employee supervises Shelter Relief Staff. Responsible for interviewing, hiring, training, developing strengths and addressing challenges.
- **Records Keeping:** This employee will maintain complete and thorough records having to do with community living, budget, shelter projects and supervision.
- **Resident Liaison:** This employee will be responsible for making sure that clients understand their rights and responsibilities in community living.
- **In Kind Donations:** This employee assist with the receipt and oversight of non-cash donations that come into the shelter. Helps coordinate volunteers, clients and community service workers in sorting and organizing donations in the storage building and basements. Maintains items on site for residents.
- **Transportation:** This employee is responsible for the licensing, maintenance and cleanliness of the agency vehicles.
- **Crisis Intervention:** This employee's responsibilities include answering the door and the crisis and business line; performing telephone intakes, to include admission approval to the shelter, and client intakes.
- Any other assigned duties.

**Qualifications & Skills:** Qualifications: High school diploma or equivalent required. Must be physically capable to lift up to 50 lbs., navigate stairs and perform all tasks related to this position. Maturity, flexibility, and interpersonal skills necessary to work in a crisis oriented, stressful environment is essential.

Highly qualified and motivated applicants may apply by [clicking here.](#)