



JOB DESCRIPTION: HOUSE MANAGER

POSITION: House Manager (Full-Time)

REPORTS TO: Executive Director or Program Director

RESPONSIBILITIES: The House Manager will be responsible for maintaining a safe and stable household that fosters the establishment of mature relationships, healthy lifestyles choices, and the development of personal responsibility. The House Manager will be responsible for teaching and mentoring the development of “soft skills” - personal attributes that enable one to interact effectively and harmoniously with other people

Safe and Stable Household

- Carry out “on duty” coverage responsibilities as scheduled (fire drill, “mean clean”)
- Account for residents when “on duty” and ensure secure environment
- Provide consistent leadership by enforcing SGI rules, policies and procedures as outlined in the SGI occupancy guide and program materials
- Assist in providing health and safety needs of residents by responding appropriately if an illness or emergency occurs
- Report maintenance and supply needs to the Program Coordinator
- Assist in the orientation process as designated by the Program Manager, i.e., participate in volunteer opportunities, help residents adjust to new space, etc.

Establishment of Mature Relationships

- Promote a Christ-like atmosphere while on and off duty
- Be an engaging presence in the house that ensures warmth and acceptance to both new and “veteran” residents
- Develop a positive and cooperative atmosphere by celebrating accomplishments, having one-on-one times of connection, and scheduling “community discussions” as needed.
- Employ conflict-mediation and confront bullying behaviors, as needed, to maintain a peaceful atmosphere

Healthy Lifestyle Choices and Life Skills

- Plan, encourage and participate in daily and weekly activities that foster physical and mental well-being, i.e., walks in the park, arts & crafts, games, etc.
- Foster the development of life skills in a daily and informal manner, i.e., menu planning/preparation, personal hygiene, etc.

Development of Personal Responsibility

- Confront violations of SGI household rules and policies and take appropriate action. Report discipline matters to direct supervisor (Exec. Director or Program Manager).
- Provide accountability for a clean/sanitary living space by organizing/overseeing household chores, conducting regular room checks, and enforcing clean living standards
- Encourage self-advocacy and diplomacy when resident complaints or grievances are made

Administrative:

- Complete written requirements of the position in a neat and timely manner (i.e. incident reports, room checks, etc.)
- Act as gatekeeper to other staff during evening hours and on the weekends
- Participate in regular staff meetings and provide feedback on resident needs and policies/processes
- Attend training as directed by direct supervisor (Exec. Director or Program Manager)

QUALIFICATIONS:

The House Manager will demonstrate/possess the following attributes:

- Growing relationship with Christ and desire to minister to others
- Active lifestyle that exemplifies the attributes defined above (i.e., healthy lifestyle, personal responsibility)
- Supportive network of friends and relatives
- Engaging style of leadership
- Sound decision-making framework
- Good communication skills
- Emotionally intelligent and able to set clear boundaries with others
- Prompt, reliable, and available to work scheduled hours (afternoon/evening/overnight)
- Able to receive instruction/feedback and work as a team member with other staff

BENEFITS:

The following benefits will be available to the House Manager:

- Salary compensation as outlined on employment contract
- Private bedroom and access to shared living spaces
- Use of personal care and pantry items for own use (as available)