

## JOB DESCRIPTION



**Job Title:** House Manager

**Immediate Supervisors:** Director of Staffing

**Objective:** To provide gentle yet firm Godly leadership for the residents in the home, modeling good judgment, good work ethic, time management, respect for others (especially co-workers), a well-balanced life and especially modeling a life dependent upon our Lord Jesus.

**Relief Staff Shifts required:**

**Weekdays:** 4 pm – 8 pm + overnights with one evening off per week + every other Friday off.

**Weekends:** Every other weekend off not including overnights.

### Job Description and Duties:

**In addition to Relief Staff job expectations, your duties will include the following:**

- Meal planning, developing grocery lists and assigning cooking nights with residents (taking at least one turn cooking for the house each week as well)
- Assigning household responsibilities to each resident and overseeing their efforts, training as needed
- Will share in the household responsibilities per the expectations of Relief Staff
- Will be responsible for the overall appearance of the house
- Work with the Life Skills Manager and Life Skills Assistant in overseeing the efficient and appropriate handling of purchased/donated resources, including groceries, household goods, in-kind donations, etc.
  - Rotate pantry items, items in the refrigerators and freezers, checking expiration dates
  - May invite volunteers or our County Extension agent to teach classes pertinent to our program goals
- Conducting room checks as scheduled
- Working cooperatively with Director of Intake and/or Relief Staff to set up and prepare rooms for incoming residents
- Overseeing security of the house and grounds
  - Turning security lights on at appropriate times
  - Making sure house is locked up at all times, especially shutting and locking all windows at night
- Scheduling and conducting emergency scenarios for fire and severe weather
  - Ensure our emergency shelter in the basement is stocked with bottled waters, a radio, batteries, flashlights and snacks
- Anything else deemed appropriate and necessary pertaining to the objective of this position

**Physical requirements:**

- Must be able to manage climbing flights of stairs.

**Other Responsibilities may include:**

Service Projects: Work jointly with Volunteer Director and Operations Manager, if necessary, for service projects inside and outside the home. This includes:

- Helping in the planning of the service project
- Providing supervision and leadership for volunteers
- Working as a leadership team with Volunteer Director and Operations Manager
- Helping gather tools and supplies for volunteers
- Providing refreshments for volunteer workers
- Making sure releases are signed (if necessary)
- Making sure Background checks are run (if necessary)
- Communicating with Director of Operations so she can assist in the project as well as maintain public relations via newspaper, newsletter, e-newsletters, etc.
- Take photographs of service projects/workers (with their permissions)

**House Manager must be:**

- Ministry-minded
- Creative in meeting the needs of the household budget when necessary
- Patient, compassionate and non-judgmental
- Able to resolve conflict positively and Biblically
- Able to give firm yet loving guidance, being consistent in her handling of the women and children
- Able to model and teach Christian stewardship values (parenting, budgeting, keeping order in apartment and in Mt. Hope house)
- Strong in organizational skills, flexible and efficient
- A 'team-player' along with other Staff members
- A good communicator to authority, peers and Residents
- Loyal and committed to Mt. Hope's mission and vision
- Knowledgeable of situational and generational poverty/dysfunction and the resulting behaviors and mindsets

**Suggested and beneficial reading prior to taking position:**

- The Search for Significance by Robert McGee
- A Framework for Understanding Poverty
- Bridges Out of Poverty

*These may be read after taking the position as well. The attendance of a workshop on poverty by Ruby Payne would be acceptable as an alternative to reading her books.*

**Suggested courses to take prior to taking position:**

- Dave Ramsey's Financial Peace University (may be taken on-site, free of charge)