

**Position Summary:** Maintains and promotes a healthy, nurturing Christian environment conducive to spiritual and personal growth. The House Manager provides supervision of residents and facility operations.

**Duties and Responsibilities:**

- Provide spiritual leadership and accountability to Faith House guest residents.
- Share the good news of the Gospel and the love of Jesus with all contacts, Faith House guest residents, volunteers, visitors, and FH team members.
- Manage Faith House front-door access, on-site guest residents, visitors, and volunteers.
- Provide oversight and accountability to all Faith House guest residents in following policies and procedures, including room checks.
- Provide detailed change-of-shift report to the Program Specialist or Case Manager of any pertinent guest residents and facility needs before leaving Faith House.
- Maintain a high level of ethical conduct regarding the confidentiality of guest residents, volunteers, and FH team members.
- Provide and log guest resident requests for toiletries, linens, etc.
- Assist guest residents in processing situations/circumstances to develop their problem-solving skills.
- Ensure that Faith House operates according to policies, procedures, and guidelines.
- Provide accountability to guest residents in their daily chores and household cleanup activities.
- Assure Faith House cleanliness, safety, documentation, and communication for maintenance and repairs, cleaning supplies, household supplies, linen, etc.
- Attend FH team members' meetings and provide updates and insights into the functioning of Faith House and guest residents.
- Proactive in promoting conflict resolution within Faith House.
- Oversee medication administration and storage, administer substance screening tools, and provide appropriate documentation.
- Monitor security system cameras for issues or persons of concern, to ensure that interior and exterior areas are safe and secure, also checking doors and windows.
- Other duties as assigned by the supervisor or Faith House Director.

**Qualities and Skills Needed:**

- A personal relationship with Jesus Christ and active participation in a local church
- Must agree with Mission's Statement of Faith, Mission Statement, Core Values, and Goals
- Committed to the Scriptures in faith and practice
- A servant's heart and compassion for those who are lost and hurting
- Ability to interact effectively and in a supportive manner with guest residents, FH team members, and volunteers
- Excellent communication and conflict resolution skills
- Understanding of issues and challenges that accompany women and children who are experiencing homelessness, crises, recovery, behavioral health issues, etc.
- Physical endurance to manage frequent need to travel upstairs and downstairs
- One – Two years of work experience in a related field
- Satisfactory criminal history and background check

**Other:**

- Reports to Program Specialist/Case Manager
- FLSA Classification: Non-Exempt
- Pay Classification: Part-Time
- Schedule Flexibility – includes evenings, weekends, and holidays