



JOB DESCRIPTION: RESIDENT MANAGER

Job purpose summary:

Live-in residential house manager, responsible for overseeing daily operations of a transitional housing dorm for 10-12 male residents. Receiving and application management for potential clients, directing program activities with the residence, processing donations, tracking client progress and associated reporting. Reports to DH517 Campus Director/Executive Director.

Duties & Responsibilities:

- Maintain professional interaction with staff, volunteers, recoverees and community interaction.
- Must be able to relay DH517 Core Values, Mission and Vision Statements to residents
- Possess and expect a strong sense of mindfulness in the house setting and with residents on community/work outings
- Be attentive/listen to residents; be thoughtful in processing/responding; show empathy without enabling
- Monitor/regulate residents' personal contacts with outside family/friends, especially if not good influences
- May need to transport to events, church outings, meetings, work, doctor appointments, gym, etc.
- Supervise, document and report participation of residents in DH517 support services
- Facilitate chores: assign chore manager, oversee they are completed in a timely manner
- Be able to facilitate support services classes as necessary
- Maintain communication and reports concerning residents to Campus Director/Executive Director
- Follow and adhere to structured schedule for yourself and residents
- Crisis intervention: Be cognizant of areas of needed assistance/support for residents and self and communicate to Resident Director needs prior to crisis
- Stay in scope of your services, (not a counselor & can't be everything to every person) point residents to support services and God, good knowledge of community resources
- Adhere to the same moral conduct expected of residents
- Coordinate weekly house meetings to discuss schedules, chores, supports
- Know and follow all safety policies
- Be available to give tours and keep house presentable

Qualifications

- Ability to work independently, with minimum supervision
- Good communication skills, people skills and ability to work as a team player
- Ability to be confidential
- Ability to multitask, organize and problem solve
- Ability to effectively handle emergency/crisis situations
- Ability to work flexible work schedule
- Pleasant, approachable appearance and demeanor
- Live an example of substance-free lifestyle



- Administration: maintain & organize records; basic computer skills
- Housekeeping: cleanliness is a high priority; maintain personal living area cleanliness to same standard as men
- Basic First Aid; CPR; Mental Health First Aid; Narcan application training
- Driver's License/possibly a Class D Chauffeur's license

This description is used as a guide. Discover Hope 5:17 reserves the right to change, add, delete, modify the position as dictated by necessity at any time.

"This means that anyone who belongs to Christ has become a new person. The old life is gone; a new life has begun!" 2 Corinthians 5:17