



HOUSE MANAGER POSITION DESCRIPTION

Reports to: Senior House Manager
Salary: DOE
Hours: 20 hours per week
Work Location: Duvall, WA

POSITION SUMMARY:

This position reports to a Senior House Manager and requires a highly motivated person who has a passion for serving homeless women and children. As a member of the Resident Care Team, this person will be building supportive relationships with our residents and ensuring all community standards are upheld within the context of a community home. The successful candidate will have the proven ability to encourage and guide women who are struggling with issues of homelessness, all forms of abuse, domestic violence, and mental health issues. The position requires a heart of compassion and love for hurting people, and the ability to practice sound judgment and discernment as they assist women in establishing and implementing specific goals and plans to transition out of crisis and grow to stability and a self-sufficient lifestyle.

DUTIES & RESPONSIBILITIES:

- Participate in managing the day to day operations in the homes. This includes managing the chore list, food pantry, medications, moves, supply closet and ensuring the residents actively participate in keeping their homes and the grounds of Acres clean and organized.
- Work with office staff to manage the flow of donations through Acres. Ensure a system is in place to allow our residents to gain access to donations in a way that is healthy for and builds up their self-esteem.
- Collaborate with the Case Manager and other House Managers to provide weekly random UA tests, breathalyzers and room checks for the residents.
- Explain and enforce program policies and procedures to residents.
- Prepare daily notes logging resident activities and progress. Prepare incident reports, as needed.
- Maintain strict resident confidentiality, objectivity and professional boundaries.
- Attend and actively participate in weekly staff meetings and resident review meetings, and accept responsibility for the development of positive team relationships.
- Establish and maintain good working relationships with agencies serving the Acres of Diamonds resident population and with agencies referring residents to Acres of Diamonds.
- Perform other duties as assigned by the Case Manager.

REQUIRED QUALIFICATIONS:

- Personal relationship with Jesus Christ and active in a Christian church.
- Minimum 2 years' experience in related field preferred.
- Bachelor's degree in social work, counseling, or related social-services field or a combination of education and/or training and/or work experience which indicates the ability to perform essential functions of the position.
- Experience performing services such as resident assessments, records maintenance, and outcomes reporting preferred.
- Exhibit excellent oral, written, and interpersonal communications skills to facilitate effective interactions with residents, donors, volunteers, and staff
- Sensitivity to the needs of residents, staff, and volunteers from diverse cultural and economic backgrounds
- Ability to prioritize and organize workload and manage time independently to meet deadlines
- Display willingness and desire to contribute to the growth and success of an organization, with the ultimate goal of bringing glory to God

- Personal characteristics: compassionate, discerning, adaptable, organized, initiator, energetic, enthusiastic, optimistic, responsible, excellent personal boundaries.
- Computer skills: Word, Excel, E-mail, and Internet navigation
- Valid Washington state driver's license and ability to travel to frequent offsite meetings
- Ability to lift up to 40 pounds on occasion

Background:

Acres of Diamonds is a Christian 501© 3 organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives.

It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission and character of Jesus Christ.

Send Resume and Cover Letter to jen@acresofdiamonds.org . Only qualified candidates will be contacted