POSITION DESCRIPTION

Job Title: House Manager – Friendship House
Reports to: Program Director/ Family Advocate
Salary Range: $10-$15 per hour

Job Summary: House Managers for the Cathedral Center’s new Friendship House program are responsible for day to day housing operations for women and families residing in the Friendship House program’s emergency housing and transitional living program, including admissions process, building up-keep, positive volunteer relations and treating all residents with compassion and respect. This is a new program. Cathedral Center hopes to begin accepting guests to the Friendship House program in September 2016.

Specific Job Duties:

1. Crisis intervention with women and families who are working to transition into independence.
2. Maintain accurate, timely and complete record of all residents being served, as well as daily workshops or housing activities.
3. Maintain a clean, uncluttered, safe physical environment for residents, volunteers and staff.
4. Collaborate with community resources and other homeless providers in coordination of service delivery.
5. Assist with program evaluation and planning.
6. Active, effective and professional collaborative work with Cathedral Center’s partner agencies, representing the Cathedral Center, Friendship House and all partner agencies in a professional and dignified manner at all times.
7. Supervise volunteers as appropriate, maintaining effective and positive working relationship with volunteers/groups at all times.
8. Attention to detail to accurately document any concerns or issues that arise with residents or guest in the home.
9. Follow activity schedules to ensure that residents, volunteers, and trainers know where activities are being held.
10. Assist with meal and snack preparations as needed, when hospitality groups are unavailable.
11. Other duties as may be assigned.

Skills and Qualifications:

At least two years post secondary education and experience working with the homeless population, associate degree in human services preferred. Equivalent experience in lieu of education will be considered. Effective skill in use of EXCEL, Word and other Microsoft applications. House managers work part-time mainly during 2nd and 3rd shifts daily. 1st shift also needed during the weekend. Those with bilingual skills (English/Spanish) are strongly encouraged to apply.

(DRM/AM: 8/16)