

**Hope House of Sedona****Live-In House Manager**

<https://www.hopehouseofsedona.org/>

The position of **House Manager** is a **live-in position** managing day to day operations of a group residence. Hope House of Sedona (hereafter referred to as Hope House) is a transitional housing program providing temporary housing and support services for homeless children and their families living in the Sedona-Oak Creek School District. This position requires a responsible and organized individual, gifted with the ability to guide others gently and lovingly - one who values the dignity of others. This individual must be a good role model to the residents in the care of Hope House - a "nurturing figure" who oversees their day-to-day activities. This is not just a job. It is a mission for an individual interested in making a difference in the lives of others.

The House Manager will assist in the fulfillment of the mission of Hope House by providing a safe, nurturing, and positive living environment, managing the household affairs, and coordinating and supervising the residents' daily responsibilities within Hope House. House Manager responsibilities will include:

- Conducting orientation for residents after an intake questionnaire has been processed by a caseworker. Orientation will include a house tour. It will also include reviewing the House Rules Agreement with residents, answering questions, obtaining signatures, and providing each resident a copy of the signed agreement. Additional documents may also be provided to residents at the time of orientation.
- Ensuring that each resident adheres to the House Rules.
- Maintaining overall upkeep and cleanliness of the home including working with the Building/Property Maintenance Team, notifying them of necessary repairs and needed upkeep, and reporting any major issues regarding the upkeep of the home to the Board of Directors.
- Preparing schedules for the residents which include but are not limited to cleaning, laundry, cooking, and menu preparation.
- Supervision of all daily house chores.
- Managing weekly house meetings with the residents during which they will determine and agree upon assigned chores and responsibilities for the week, and weekly dinner menus. In addition, the weekly house meeting is intended to provide an opportunity to resolve conflicts that have arisen between residents during the week, and for sharing pertinent information and/or concerns with and among the residents.
- On site availability during breakfast and dinner times, including supervision of meal preparation and clean-up of evening meal.
- Providing feedback to caseworkers on certain activities by residents. Since the House Manager will be on site, behaviors like not getting up for work or not getting along with others, may be reported to the caseworker.
- Providing clear and respectful communication with residents to ensure smooth management of the program.
- Facilitating communication between residents and mediating conflicts when necessary.
- Providing written reports as requested by the Resident Services Team and Board of Directors.
- Reporting all health and safety hazards to the Board of Directors.

- Notifying the Board of Directors of any resident contact with a law enforcement official or agency.
- Reporting major issues to a specified board member that qualify as a “cause for immediate dismissal” as defined in the House Rules.
- Receiving training, including but not limited to first aid/ CPR training, training on child abuse and neglect reporting, resident confidentiality (including confidential record keeping), crisis intervention, conflict resolution and healthy communication from the Resident Services Team. In addition, the House Manager will receive food handler’s training and certification.
- Conducting emergency evacuation drills monthly.
- Managing household inventory of food and other supplies with assistance from the Food Management Team.
- Purchasing supplies as needed. A debit card will be provided.
- Communicating with the Resident Services Team about community resource information and referrals when needed on a case-by-case basis.
- Providing information to residents regarding public transportation as needed.
- Holding special events, such as “movie night”, to help build relationships and create a family atmosphere.
- Additional duties may be required as deemed necessary by the Board of Directors.

The House Manager will report to the Board of Directors.

**Compensation will include room and board, and a salary.** Benefits will also be considered. Vacation time and time off will be determined at the time of hire. A background check will be required. Quarterly performance reviews will be conducted by the Board of Directors, with identifiable goals and expectations.

Job Type: Full-time

Pay: \$300.00 - \$400.00 per week

COVID-19 considerations:

Proof of Covid-19 Vaccination Required

Ability to commute/relocate:

- Sedona, AZ 86336: Reliably commute or planning to relocate before starting work (Required)

Education:

- High school or equivalent (Preferred)

License/Certification:

- Driver's License (Required)