

THE ELIZABETH COALITION TO HOUSE THE HOMELESS

Position: Host Family
Responsible to: Housing Coordinator

I. Programmatic Responsibilities

1. Oversight of day-to-day operation of respective hospitality house when agency is closed (evenings, weekends and holidays)
2. Daily Tasks:
 - A. Check living space for cleanliness
 - B. Enforce house rules
 - C. Inform Housing Coordinator of issues/problems
3. Weekly Tasks:
 - A. Facilitate house meetings
 1. Address (non-emergency) problems/concerns
 2. Assign chores
 3. Build community in the house
4. House maintenance
 - A. Oversee budget for repairs Get approval from Housing Coordinator for repairs that are over budget Do monthly report on repairs and give to Housing Coordinator
 - B. Coordinate repairs
 - C. Check fire alarms
5. Procedure for client departures
 - A. Obtain follow-up address for clients leaving program and forward mail
 - B. Check for all inventory items and verify any physical damage to agency property

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-2 OF 2-

(Host Family)

6. Procedures for new hospitality house guests
 - A. Introduce new families to household
 - B. Conduct fire drills at least 2 times a year and within one week of a new family's entrance in program
7. Members of Hospitality House Team (one per household)
 - A. Attend mandatory meetings
 - B. Provide feedback to the Agency Coordinator re: evaluation of Hospitality House Coordinator
 - C. Attend Service Auction, Annual Gala and other Hospitality House related fundraisers
8. Keep inventory book of all items in the house (towels, sheets, etc)
9. Perform other duties as requested