

Evening Manager Job Description

- Oversee daily activities/schedules for moms at the home
- Work with the women each day on their schedules, calendars and chores
- Assist with coordinating appointments and transportation as needed
- Enforce house rules
- Encourage attendance of health care appointments and counseling appointments
- Monitor behavior of moms at Mountain House and address concerns that may arise and report to director
- Document summary of events in computer so it is available at shift change
- Arrive 10 min prior to shift to read summary of shift events and to receive change over
- Check communication log upon arriving to work for immediate updates and to assess what needs to be done during shift
- Initial tasks that have been completed on communication log
- Provide support and help to moms during time for change and challenges
- Assist moms in building skills such as parenting, communication, problem solving, self-sufficiency, person responsibility and conflict resolution
- Attend 75% of staff meetings
- Demonstrate respect and cultural sensitivity to all moms
- Maintain confidentiality of all moms
- Be able to respond to emergency situations
- CPR/First Aid Certification

Additional Personal Criteria

- Experience working with community based program, if needed
- Self motivated
- Problem solving skills
- Critical thinking skills
- Good listener