

## Job Description for House Manager

The Mountain House is a Christ centered maternity home serving expectant women in need. The House manager is the key front line staff member who is expected to provide stability, support, and accountability for the women. Duties include providing supervision to maintain a safe environment, implementing structure in the home. The following are a list of responsibilities involved with this position.

- Provide an environment, which is stable and secure for the moms. Maintain a thorough knowledge of safety policies and procedures.
- Implement structure in the house by enforcing established rules and policies, holding the moms accountable for the actions with grace and strikes as needed
- Assist the moms during the orientation period to become familiar with the routine and expectations of the house
- Complete assessment on each mom upon entry into Mountain House
  - Identify specific needs and creating care plan including goals and action steps
  - Assist with developing individual plans to focus on the needs of each mom
  - Assess needs, strengths, supports and networks to determine goals
  - Review progress and makes adjustments to plans as needed on a weekly basis
  - Provide feedback and support
- Know house schedule and keep it organized
- Maintain written records with of each mom's daily activities, goals and progress, ensuring they complete responsibilities at the house, via shift notes
- Serve as a liaison between Mountain House and community resources and agencies
- Assist with coordinating appointments and transportation
- Encourage attendance of health care appointments, counseling appointments, etc
- Monitor and record behavior of moms at Mountain House and addressing concerns that may arise including need for counseling referral
- 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, personal responsibility and conflict resolution
- Provide referrals to community resources
- Assist residents in finding/maintaining employment, housing, and other services in preparation for leaving Mountain House and becoming self-sufficient
- Transport residents using house van
- Assist mom in caring for children/babies as needed for short periods of time
- On call for questions from MM and EM the evening of day shift as well as one weekend per month
- Communicate happenings of the day at shift change with meal managers
- First line contact for non medical questions at Mountain House
- Assist in further developing and refining protocols and procedures
- Attend and assist with Transformed if needed
- Assist in choosing women to live at the house if needed
- Demonstrate respect and cultural sensitivity to all clients and referral sources
- Maintain confidentiality of all moms
- CPR/First Aid Certification
- Report to Executive Director, communicating progress of each mom on a weekly basis