

American Indian Community Development Corporation
Franklin House/Elliot House/ Kola Safe Haven
JOB DESCRIPTION

Job Title : **House Manager**

Reports to : House Supervisor

Position Overview : The House Manager (s) (under the direction of the House Supervisor) will focus on the quality of life of every person in the building by being attentive to the safety and security of all residents and the building. The House Manager (s) will be critical in handling crisis situations including medical and mental health while conveying a positive and professional image to clients, staff, and visitors.

MAJOR JOB FUNCITONS:

Primary Duties

- Help clients maintain housing stability by enforcing resident rules, intervention by de-escalation and resolution skills.
- Monitor security cameras and activities, complete regular rounds and initiate appropriate action as warranted.
- Report all incidents in a timely manner and document in accordance with established protocol.
- Able to monitor and respond to emergencies including fire, severe weather, first aid CPR or any other emergency.
- Perform searches of resident rooms, and resident belongings for any contraband.
- Conduct resident breathalyzer and or UA's.
- Monitor and remind residents of medications.
- Pack and or assist with resident belongings during move outs.
- Report, log, call and complete work orders for all maintenance issues.
- Emergency janitorial cleaning.
- Clean out resident room move-outs as time permits.
- Participate in staff meetings and in-service trainings.
- Assist with communication and involvement with staff, property management, outside agencies/organizations.
- Intermediate computer skills including, accurate data entry skills, word and excel spreadsheets.
- Schedule uncovered shifts from staff on-call staffing list.
- All other duties as assigned by Director of Program Operations.

Have at least one of the following:

- A course of study in a health or human services-related field leading to a Bachelor of Arts, Bachelor of Science, or associate degree; or
- One-year experience with the target population served (can include being a member of the target population served); or
- Experience as a Minnesota Department of Human Services certified peer specialist; or
- Meets requirements of unlicensed personnel in licensed home care settings.
- Have a valid driver's license appropriate to vehicle if transporting clients.

Other Qualifications:

- Experience in Harm Reduction and Crisis Intervention. (preferred).
- Experience in housing programs (preferred).
- Vulnerable Adult Mandated Report training.
- Must be reliable.
- Must pass Minnesota Department of Human Services Background Check.
- Must be able to pass Minnesota Driver's check.
- Ability to work within the philosophy and support objectives of American Indian Community Development Corporation.
- Ability to work with people from diverse economic, cultural, racial and gender backgrounds.

Staff signature

Date