

Portland Rescue Mission

Position Description for

House Manager

Department: Men's Ministry Work Location: Residential Shelter

Reports to: Life skills Manager Revision Date: _____

Employment Status (check boxes as necessary)	<input checked="" type="checkbox"/> Regular	<input checked="" type="checkbox"/> Full Time	<input checked="" type="checkbox"/> Non-exempt	<input type="checkbox"/> Tier 1
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Part Time	<input type="checkbox"/> Exempt	<input type="checkbox"/> Tier 2
	<input type="checkbox"/> Seasonal	<input type="checkbox"/> On Call		
	<input type="checkbox"/> Volunteer			

Effective Date: _____ Hours: _____

General description of work: The House Manager provides facility support and ministerial support for the Residential Facility, specific to the residents in the New Life Discipleship program.

The House Manager provides an integral element of accountability in a variety of different areas. The House Manager also supports the vocational development of the men in their work training responsibilities throughout the mission.

Essential Functions:

- Provide for a safe and healing environment in accordance with grace and truth ministry practices.
- Conduct random drug and alcohol testing to bring accountability. Provide for recordkeeping and requests for information around these tests, both internally and externally to other agencies.
- Conduct random and periodic room inspection to bring accountability to the residents around issues within their living space.
- Coordinate room placement and moves for the residents including furnishings and interior decorations.
- Coordinate recreational outings and events specifically for men in residence to foster growth, unity and community.
- Participate in trainings and meetings necessary to maintain continuity within the Men's Ministry department.
- Provide proficient and consistent use of mission discipleship tools and methodologies specific to the men's New Life Program. Practice these tools and methods with the men consistently at the Residential facility.
- Continually seek to improve personal and therapeutic skills through continued education, certification and training sessions.

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- Participate in PRM special events including holiday celebrations, outings, meetings, retreats and banquets.
- Demonstrate flexibility in working together on the designated team within the PRM for the goals of the Men's Ministry including performance of tasks outside the specific parameters of this job description.
- Oversee the vocational schedules for the men in residential training. Maintain a balance in work not to exceed the limits set by the Ministry Director. Coordinate schedules to balance ministry needs with the available manpower and restrictions of men in their program.
- Provide at least monthly evaluations of men in their work areas. These evaluations will be done on a weekly basis. These evaluations will be done in concert with observations done of the men in their various work assignments.
- Provide for and ensure the cleanliness of the residential facility, particularly in the areas of residential care. Ensure work activities, chores responsibilities and accountability over these areas provide for as clean and safe of an environment as possible.
- Act as point person for absence forms and sick log absences for men missing from work, learning center, checkins, or classes. Collect this information and maintain accountability around the residential program guidelines.
- Monitor and provide accountability regarding attendance and lateness in program activities, including church attendance, meal checkins, class attendance and participation in work responsibilities.
- Oversee the distribution of clothing to the men in residence providing accountability and boundaries regarding the accumulation of clothing.
- Establish and enhance consistent work area practices and standards for residents in their working areas. Continually seek to upgrade the practices and methods being used in any vocational area.
- Provide monitoring and accountability in the area of physical weight and health for the residents.
- Provide monetary allowance to the men in the residential program, received through the administrative assistant.

Knowledge, Skills and Abilities:

- Personal -- Be able to provide a clear biblical testimony of a personal experience of receiving faith in the Lord Jesus Christ as Savior. Maintain an exemplary Christian life. Desire to serve the Lord in the ministry of rescue. Have a pleasant, gentle, grace-filled manner regarding people overall.
- Education
College experience or greater
- Knowledge
 - a. General knowledge of the difficulties men face in moving from living on the street to becoming substantially employed within 12 – 14 months.
 - b. Aware of the need to maintain a professional atmosphere in the mission and to maintain composure in other settings in the mission.
- Skills
 - a. Proficient in the use of computer software necessary to the performance of the job requirements.

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- b. Good written and verbal communication skills
- c. Excellent conflict resolution skills
- d. Good organizational, managerial and time management skills
- e. Awareness and ability to engage men in accountability around a variety of living situations.
- f. Excellent ability to recognize workplace and work practice issues and to make appropriate changes quickly.

Personal Attributes & Values:

Dress Code: The Portland Rescue Mission does have a dress code. This will be shared with you at the time of employment.

Handbook: The Portland Rescue Mission's Handbook for Employees will be your guide to all personnel practices and procedures. If you have any questions please contact the Staff Ministry Department.

In any position with the Portland Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. This is the case with this position. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of the Portland Rescue Mission services.

Revisions: The Portland Rescue Mission reserves the right to revise or change job duties and responsibilities as the need arises. Its facilities and vehicles provide a smoke and drug free work environment for all employees and volunteers.

Mission Statement: We exist to share the Word of God and demonstrate the love of Christ to the homeless and needy through rescue ministries.

Employee Acknowledgement:

I have received a copy of this job description

Signature