

# *The Hope Clinic*

## *Housing Manager*

**REPORTS TO:** Housing Director

**SUPERVISES:** N/A

**HOURS:** Monday-Friday, 8 AM- 4 PM

**JOB SUMMARY:** The Housing Manager is responsible for overseeing the day-to-day operation of Margie's Place, and actively mentoring and teaching home residents. The position requires effective interpersonal communication; a firm commitment to confidentiality; and strong organization and documentation skills.

### **QUALIFICATIONS**

1. Undergraduate degree in social work, health and human services or a related field and at least 2 years of prior relevant experience.
2. Expresses full agreement with The Hope Clinic's mission statement, statement of faith, articles of incorporation and by-laws, demonstrating a life consistent with these principles.
3. Is dependable, stable, and capable of following through on commitments, highly skilled in interpersonal communication, and writing ability.
4. Is comfortable implementing plans and programs as designed by the Housing Director, and working with the Housing Director as needed to operate Margie's Place and help residents achieve their desired goals.
5. Demonstrates a passion for the mission of the Hope Clinic (THC) to offer Christ-like love in a compassionate and responsive manner that values the family and empowers women and their partners to choose life.
6. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion.
7. Is firmly committed to keeping all information confidential, especially information related to clients.
8. Must have a valid driver's license and adequate car insurance.

### **PRIMARY RESPONSIBILITIES**

#### **Daily**

1. Make prayer an integral part of the day-to-day operation of the Home. Show Christ's love in all interactions with clients, staff, donors, service providers and others.
2. Oversee the activities of each resident and of the house in general. Monitor house activities including exits and re-entry of residents throughout the day.
3. Work with the Housing Director to develop a program customized for each resident and implement those programs via mentoring and teaching.
4. Teach group or one on one classes for residents. Classes may include: parenting, healthy relationships, faith formation, job readiness, nutrition, budgeting, etc. Course materials will be prepared with or by the Housing Director.
5. Ensure the house is maintained in a clean and orderly manner. Follow up on any issues requiring maintenance or repair.
6. Understand the workings of security and video systems, making sure they are activated properly at the end of the workday.

7. Suggest modifications to house rules and programs to the Housing Director as needed.
8. Maintain records of activities, progress, and any problems for each resident.
9. Assist residents with meal planning and grocery shopping as appropriate.
10. Schedule overnight and weekend staff and provide adequate notice of planned vacation days so that house coverage can be provided by other Hope Clinic staff.
11. Mentor female Hope Clinic clients--who are not house residents--on a scheduled basis.

### **Monthly**

1. Participate in monthly staff meetings.

### **Quarterly**

1. Attend in-service gatherings.
2. Provide content for quarterly newsletter-- resident stories or information about Margie's Place

### **Yearly**

1. Attend the volunteer appreciation banquet.
2. Support and attend the annual fundraising banquets.
3. Attend professional development opportunities as requested by the ED.

### **Development**

1. Promote the work and goals of Margie's Place in interactions with friends, community groups and church family.
2. Host a table a table at one or both of THC banquets.

### **WAGES, HOURS, AND COMPENSATION**

1. The is an hourly position, working an expected 40 hours per week, with specific hours to be determined by the Housing Director. Additional hours may be required for attendance at in-service and training sessions and attendance at fundraisers. Hours worked in excess of 40 hours in any week will be compensated at 1.5 times the regular hourly rate.
2. Pay frequency is biweekly.
3. Annual performance evaluations will be completed as set forth in the employee handbook.
4. Salary increases will be based on performance, comparison to similar positions as indicated by Heartbeat International salary surveys, and availability of funds.
5. This position is entitled to paid time off for vacation, holidays, and sick days as set forth in the employee handbook.