



Dorothy Day House

keeping homeless families together

Position: House Manager

Reports to: Executive Director

Salary: \$40,000

Benefits: Health Reimbursement Account of up to \$500/month, cell phone reimbursement of \$40/month, 401K with up to 3% match, and 11 holidays. Five weeks (25 days or 175 hours) PTO allowance that combines vacation, sick, and personal time off.

Position Overview: The House Manager serves as the professional staff member responsible for all activities related to a residence operated as transitional housing by the Dorothy Day House of Hospitality, Inc. The House Manager provides a stable and supportive presence, caring for the physical, emotional, and spiritual needs of the resident families.

Qualifications:

The House Manager must have the following experience and skills:

- Bachelor's degree and/or 3 years of related experience
- Excellent interpersonal communications, public speaking and writing skills
- The ability to work cooperatively with different types of personalities.
- Organization and long-range planning skills
- Expertise in Microsoft office
- Knowledge and understanding of the issues and dynamics within families in crisis
- Commitment to DDH's mission and goals
- Understanding of the charism of Dorothy Day and how it relates to the ministry of the Dorothy Day House in Memphis
- Reliable transportation and a valid driver's license
- Flexibility, including availability for evening and weekend activities
- This is an on-site position.

Responsibilities:

Responsibilities with families:

- Be present daily in the family house to build trust with resident families and support as needed.
- Assist with initial interviews of potential resident families
- Maintain records on each family, including the initial interview and subsequent important documentation.
- Arrange for drug test and background check for each adult applicant
- Explain the house covenant and obtain signatures
- Acclimate each new family to the house and to their responsibilities while residing in the DDH
- Introduce new families to current residents
- Be attentive to the daily practical needs of all residents.
- Assign household chores to residents

- Help parents establish attainable, measurable goals and hold parents accountable to reaching goals while assisting with practical and emotional support.
- Transport families as needed.
- Facilitate and assist as needed with applications for state aid, child support, schools, housing, etc.
- Arrange for random drug testing as needed
- Meet with all adults residing in the house, either individually or as a group, on a weekly basis.
- Assist families in locating safe, affordable housing.
- Make recommendations regarding move-out dates for families

Responsibilities with house

- Oversee the house petty cash account.
- Report maintenance needs to Business Manager
- Oversee “Monday Night Meal” on an occasional basis
- Welcome visitors and conduct tours of the house as requested by the Executive Director
- Oversee the work of volunteers in the house as needed.
- Oversee house inventory of linens, kitchenware, house supplies, food, etc.

Responsibilities with co-workers

- Collaborate with other house managers to create a schedule of family workshops.
- Select and schedule workshop leaders
- Serve as host for “Lunch and Learn” gatherings as requested by the Executive Director
- Establish and maintain an atmosphere of mutual respect and trust between residents, staff and volunteers
- Work closely with the Volunteer Coordinator regarding the service of volunteers for the benefit of the house and residents
- Meet regularly with the Executive Director and/or the Ministry Team to report on the progress of each family
- Participate in or lead private and community presentations about the Dorothy Day House
- Assist with additional tasks for the DDH as requested by the Executive Director.

All candidates selected for possible employment will be asked to spend 3 days (paid) shadowing a current House Manager before an official job offer is made/accepted.

Submit resumes and cover letters to Tracy Burgess at tburgess@dorothydaymemphis.org