

# Job Description

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Resident  
House  
Manager –  
Family  
Wellness  
Homes

## **PURPOSE OF THE POSITION**

Iron Tribe Network Family Wellness Homes within the community serve to assist house members/families involved with Child Welfare transition to independent living. The Family Wellness Home program House Manager lives and sleeps at the home, and may share responsibilities in certain situations with another qualified House Manager/Case Manager.

## **REQUIREMENTS**

- Applicant must have at least 2 years clean and sober with no criminal activity.
- Applicant must have 1 year knowledge or hands on training in clean and sober housing system of management including Case Management, Behavioral Training and Conflict Resolution.
- Applicant must have the ability and willingness to be approved by Department of Human Services to be a Safety Service Provider and facilitate visits between children in foster care and clients living in the house.
- Applicant must have valid drivers' license.
- Preferred Applicant has completed the Certified Recovery Mentor or Intentional Peer Support training. Able to receive certification by MHACBO.

## **SCOPE**

The House Manager reports to the Program Director and is responsible for providing support and follow proper procedure for daily house activity. Failure to provide these services in an efficient and effective manner will result in disruptions in the provision of services.

## **RESPONSIBILITIES**

### Main Activities:

- Residing on property of which the Family Wellness Home is located.
- Administering random on site drug screening and alcohol breathalyzer screening three or more times a month for each client.
- Reporting daily, to the Re-Unification Specialist, any challenges and/or behavioral issues that happen with individuals living within the Family Wellness Home.
- Enforcing the Iron Tribe Network Housing Guidelines, rules and program expectations.
- Room inspections one or more times per week.
- Keeping case files with Release of Information forms on each individual so that information and transitional status may be shared with the Agency of involvement.
- Obtain/Maintain in-home Safety Service Provider certification by Agency
- Facilitate in-home family visits

## **Skills**

Incumbent must demonstrate the following skills:

- Team building
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening
- Communication skills
- Computer skills including the ability to utilize spreadsheet and word-processing programs at a highly proficient level
- Stress management skills
- Time management skills

## **Personal Attributes**

Incumbent must demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

## **Compensation**

- Monthly wage
- Benefit & 401k package, after 60-day probationary period.

## **Environmental Conditions**

The House Manager may have to manage a number of situations at one time, and may be interrupted to meet the needs and requests of another house member. The House Manager will need excellent organizational, time and stress management skills to complete the required tasks.

**Qualified Applicants should send resume and cover letter to:**

Iron Tribe Network Careers email:

Careers@irontribenetwork.org