

Tomah CWT/TR House Manager Position Description

The House Manager is responsible for overseeing the day-to-day operations of the TR house as well as supervising the cleaning and maintenance activities of the house. One of the main functions of the House Manager is to serve as an emergency response person during the absence of the Program Manager. The House Manager is also responsible for providing supervision and leadership during the absence of the Program Manager and other CWT/TR staff. The House Manager is expected to work with the Program Manager and CWT/TR staff to promote an atmosphere in which the residents take responsibility for themselves and deal openly with any issues or concerns related to their living situation. It is the responsibility of the House Manager to bring any problems related to the residents or TR property to the attention of the Program Manager.

House Manager Duties & Responsibilities

1. Monitors compliance with program policies and procedures, such as possession or use of alcohol or drugs, compliance with visiting hours and curfew times.
2. Maintains a work roster of necessary chores and a cooking detail list. The House Manager shares equally in all duties within the house.
3. Meets regularly with Program Manager to:
 - Report observations of resident behavior
 - Review the House Manager's own duties
 - Discuss the general atmosphere of the TR residence.
4. Conducts weekly community meetings with residents and encourages open discussion.
5. Reports any unsafe conditions in a timely fashion.
6. Handles emergencies by assisting residents in getting appropriate medical or psychological attention. Reports immediately to the Program Manager or CWT/TR staff any medical emergency or serious illness, or any change in resident's behaviors that may be indicative of a medical and/or psychological problem.
7. Ensures that all doors and windows are locked before going to bed at night.
8. Checks the stove and other kitchen appliances to ensure that they are turned off; as well as electric heaters, unnecessary lights and any other electrical appliances.
9. Checks smoke detectors and fire extinguishers regularly to ensure that they are operating properly. Conducts fire drills monthly.
10. Manages the House Financial Fund that is used to purchase house cleaning supplies and other maintenance products for the house.