



## **JOB TITLE: HOUSE MANAGER**

### **JOB SUMMARY**

House Managers are a crucial part of the operation of Makana O Ke Akua Inc. Their duties are vast and various and has the sole responsibility of delivering the vision of MOKA. We are a ministry, and we do ministry work.

All House Managers must comply to ALL MOKA Policies & Procedures and safety rules and regulations. Floating Managers are to conduct themselves with professionalism as is conducive to the situation. Failure to comply with the Policies & Procedures will be grounds for termination. Termination will be decided by the Director. If the House Manager is at any time unable to meet the requirements of the House Manager, he is to notify the Director as soon as possible for future instruction.

He/she must report unsafe conditions and unsafe acts directly to the Director. Floating Managers are to follow Policy & Procedures for the reporting of incidents, accidents, and emergency calls for clients. Additional safety and building maintenance issues should be reported through the appropriate channels.

The Director reserves the right to terminate any House Manager if he is found to be in noncompliance with the Policies & Procedures MOKA TLP. The Director reserves the right to remove or move any House Manager who he feels is unsuitable to meet the home's needs. The Director must make sure all House Manager understand all duties and responsibilities.

### **MAJOR DUTIES OR RESPONSIBILITIES:**

Interacts with clients with tact, courtesy, and respect at all times. Stays motivated and projects a positive and professional attitude towards clients. Cooperates and supports teamwork and maintains and strengthens clients' relationships. Complies with safety rules and regulations.

### **QUALIFICATIONS AND SKILLS**

- Have medical clearance for performing work duties.
- Take a first aid & CPR class.
- Have a TB clearance.
- Able to read, write, & speak English.
- Have a valid Hawaii State ID/Driver's License.
- Valid Hawai'i Driver's License if operating a company vehicle.
- May require a Criminal Abstract.
- Random UA Testing.
- Basic Computer Skills.
- Complete 'Conflict Resolution' training within thirty days of employment.
- Physical Demands
- Primarily light work with some heavy duties. Physical strength sufficient to push and pull furniture up to 100lbs and cleaning equipment weighing up to 20lbs.

<p style="text-align: center;"><b>Daily Agenda</b></p>	<p>Check-up on house chores (cleanliness)</p> <ul style="list-style-type: none"> <li>• Check if rooms are kept clean and in order <ul style="list-style-type: none"> <li>○ Beds made.</li> <li>○ Personal belongings put neatly away.</li> <li>○ Dirty laundry in a laundry basket.</li> </ul> </li> <li>▪ Clothes properly put away.</li> <li>▪ Wash close once a week</li> </ul>
<p style="text-align: center;"><b>Weekly Agenda</b></p>	<p>Follow up with clients:</p> <ul style="list-style-type: none"> <li>• <b>Job Search</b>- Check the current employment status of client(s) (fill out “Job Search” Form)</li> <li>• <b>Outpatient Treatment</b>- Follow up with client(s) attending an outpatient treatment facility</li> <li>• <b>Curfew</b>- Check the daily sign-out/sign-in log sheet. Tardy client(s) must have approval from the Manager or Director.</li> <li>• <b>Chores</b>- Assign and inspect weekly house chores. Inspect daily chores.</li> <li>• <b>House Meeting</b>- Conduct weekly house meetings.</li> </ul>
<p style="text-align: center;"><b>Resident Intake</b></p>	<p>The House Manager <b>must do the intake with each new resident</b>. Each resident must go through, with the House Manager, the Makana O Ke Akua Inc. “Welcome Packet”. All appropriate forms <b>must</b> be filled out.</p> <p><b>House Manager Must:</b></p> <ol style="list-style-type: none"> <li>1. Fill out appropriate forms with the resident.</li> <li>2. Turn in appropriate papers to the Corporate Office.</li> <li>3. Keep appropriate papers in a secure file.</li> <li>4. Refer residents to the Corporate Office for support services.</li> </ol>
<p style="text-align: center;"><b>Drug Testing</b></p>	<p>The House Manager must be able to provide random drug testing. Notify the Hawaii Parole Authority and/or any Governing Firm/Body that has Jurisdiction over any client of their <b>Positive Drug Test</b> results. Notify the Director of all <b>positive</b> and <b>negative</b> test results.</p>