



House Manager

Our Mission is to provide a residential setting for those struggling with addictions, providing safety, structure, discipleship and supervision for the purpose of restoring them back to God, family, work, and community.

Purpose Statement

The House Manager is to be a direct arm of the Leadership and support all decisions.

The House Manager lifestyle reflects and supports the overall mission of the TBRM residential facility and of all the residents and ministry assistants. This is a volunteer role.

Status: Full Time

Reports to: Program Manager

Essential Duties and Responsibilities:

- Manage all residents in the residence and provide leadership, mentorship, fellowship and spiritual support.
 - Enforce house rules.
 - Implement disciplinary actions as directed by the Executive Director/Program Manager.
 - Monitors program activities and strategies to meet the needs of the residents, consistent with the programs philosophy and values, and monitor quality and effectiveness of activities.

Including:

- Monitor all pass requests as to where the residents are going, who they are going with and follow up as needed, including calling the number listed to ensure the resident is where they have said they will be.
- Facilitate resident discharge as directed and approved by leadership.
- Supervise and monitor medications in line with Bridge rules (2 people, unless approved 1).
- Participate in dinner meals with the residents as able.
- Screen belongings and conduct drug/alcohol tests on residents as needed (2 persons required unless 1 approved).

- Ensure testing is done on weekly drug test numbers as well as after passes and randomly as needed.
 - Help picking up medication at times (if medication is needed and approved by leadership).
 - Sign pass requests for residents.
 - Ensure compliance with internal and external policies, procedures, rules and regulations as determined by the Executive Director and Program Manager, parole and probation and the criminal justices system.
 - Work with the leadership to ensure the health and safety of all residents, as well as to comply with state, county and local requirements.
- Provide Leadership for all Residence staff
 - Supervise, develop and train, and evaluate PIC/Ministry Assistants along with Bridge guidelines.
 - Assign program and operations tasks to PIC/Ministry Assistants as needed.
 - Ensure 24-hour coverage of the house and that all resident events have coverage as coordinated with appropriate leaders. Be aware of the Bridge's calendar and events.
- Responsible for coordination of maintenance and upkeep of the facility and proper coordination is happening for the ministry needs to be kept clean and safe.
 - Work with other Bridge staff to ensure house supplies are stocked.
 - Communicate needed maintenance with proper leadership to ensure it's taken care of.
 - Schedule residence and or coordinate maintenance activities as needed.
 - Oversight of ongoing residence housekeeping to maintain a safe and healing environment.
 - Ensure resident rooms are clean, maintained and free from any and all banned/prohibited items. This includes doing random room checks and "turning" the rooms as needed.
 - Work with the leadership to coordinate meal service / preparation and purchasing. Ensure the pantry and other food areas are kept clean, stocked, stored correctly and not abused.
- Meet regularly with the Executive Director (men) and Program Manager (women) to report and discuss residents and other issues. Attend group program leadership meetings as scheduled and needed.
- Conduct regular meetings with Ministry Assistant/PIC to coordinate activities and schedules.
- Follow emergency procedures in the event of an emergency, flash lights, alarms, etc.

Additional

- Must be on premises every night (vacations and time off must be coordinated with the Executive Director or Program Manager and other leaders for coverage). Must be back to residence by 10:00 P.M. unless you have communicated otherwise.
- If you are scheduled to be away overnight it **must be posted on Slack** and/or electronically communicated ahead of time to all appropriate leaders to avoid confusion. Men must post on the "men's house" channel on slack and women must post on the "women's house" slack channel to be fully transparent to all. If you will be coming home past 10:00 P.M. (even if you aren't scheduled to cover house) you must slack on the appropriate channel.
- Participate in all staff development and biblical classes and training as required.
- Attend Regeneration, mid-week Life Church or Life Groups and Sunday service at Calvary, unless otherwise approved.
- Single room provided as available, no guests permitted unless the guest is your own child, still with permission.
- Minimum 1 year in recovery. House Managers and ministry assistants must be substance free **at all times - no exceptions. This includes tobacco products.**
- House Manager must agree to stay away from places where drugs, alcohol, pornography are being used or sold.
- House Manager must not use drugs, sell drugs, alcohol, pornography, nicotine products or the like.
- Be willing to commit to living in the residence for six months to one year.
- House Manager will be subject to random alcohol/drug testing by the Executive Director (men) or Program Manager (women) or other appropriately assigned leaders.
- Able to relate positively with people in recovery, while enforcing the rules/regulations.
- Familiarity with all TBRM reading and writing requirements, terminology & concepts.
- Be willing to have your lifestyle reflect that which The Bridge reflects.
- Relations and dating must be inline Bridge values.
- Must be willing to refrain from sexual relations if unmarried.
- Must NOT develop a romantic relationship with Bridge residents.
- Must be willing to have Covenant Eyes installed on electronic devices to ensure safe viewing of all things if requested.
- Medication taken/prescribed must be known/approved prior to consuming or coming onto premises of The Bridge.

Working/Living Conditions

Ability to work flexible and non-traditional hours as needed to provide coverage in crisis situations, and to work the hours necessary to complete the work.

Disclaimer

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to do this job at any time by the Executive Director, or Program Manager.

This volunteer position and this job description reflects management's assignment of essential functions; it does not restrict or prescribe the tasks that may be assigned.

Resident House Managers are still required to pay an initial \$500.00 Program Fee to get a phone if that wasn't paid at time of admission.

Room and board is provided as long as the duties are fulfilled as noted above. The House manager will be charged \$500.00 per month if he/she is unable to perform the duties required or is not spending the needed time to perform the job.

Our Values: Faith | Integrity | Service | Growth | Hope

For more information about the Bridge Restoration Ministry, please visit www.tbrm.org/volunteer