

<Insert Company Letterhead>

## House Manager Job Description/Employee Contract

**I. Position Purpose:** The primary responsibility of a Recovery Residence House Manager will be to be a live-in position that maintains an environment that is safe, comfortable, and secure for our residents.

**II. Principal Responsibilities/Expected Hours performed for compensation:**

\_\_\_ hrs./wk. Maintain inventory of all household supplies (i.e. cleaning supplies, cooking utensils, furniture, household keys etc).

\_\_\_ hrs./wk. Prepare bedrooms for all new residents entering into home (i.e. clean linens, dresser drawers, bedroom cleanliness etc).

\_\_\_ hrs./wk. Review program and house rules with all new residents and ensure client compliance with house rules.

\_\_\_ hrs./wk. Facilitate house meetings, community meetings and occasional social and recreational outings/activities.

\_\_\_ hrs./wk. Conduct residence orientations, including reviewing safety drills and locations of fire extinguishers, emergency evacuation diagram, exit routes, evacuation procedures, and access to first-aid kits.

\_\_\_ hrs./wk. Assist in monitoring property to protect from damage and/or theft.

\_\_\_ hrs./wk. Collect all rents in a timely manner and follow all money collection procedures.

\_\_\_ hrs./wk Conduct urinalyses drug screens as required by house rules.

\_\_\_ hrs./wk. Meet with management to discuss operations.

\_\_\_ hrs./wk. Participate in mandatory, ongoing health and safety, peer mentoring, or recovery residence training as required.

\_\_\_ hrs./wk. Provide referral resources to residents when requested or needed (dismissals).

\_\_\_ hrs./wk Provide letters and other necessary information for residents as needed, ensuring HIPAA compliance.

\_\_\_ hrs./wk. Understand and apply State and Local Authority requirements.

### **III. Expected activities as a leader and mentor in the family living environment (not compensated):**

The following responsibilities are expected from a “head of household,” senior member, and family/mentor in a congregate living environment. The role of a House Manager in a recovery residence includes being a leader and mentor for the “family” that shares the home. Activities performed by House Managers in this role are considered mutually beneficial to the leader and the other members of the living arrangement. They are considered to be “growth activities” that foster leadership and mentoring skills as well as deepening long term recovery resilience. They are part of a PERSONAL RECOVERY JOURNEY and must not be construed as therapy or assistance for physical or emotional needs of the other residents. These activities are voluntary in nature and not performed with an expectation of compensation. They are programmatic in nature and consist of relationship building with other residents, as opposed to providing therapy or supervision to others.

These activities may include engaging residents in conversations and activities that are edifying and stimulating; assigning household chores to residents; monitoring client’s rooms for cleanliness; ensuring that residents are properly respecting and maintaining common areas (esp. kitchen, living room, game room); monitoring that residents are following house rules including curfew/lights out hours; monitoring proper use and functioning of appliances and other household equipment; observing any unusual activities that may pose a safety or nuisance issue for the clients or neighbors; modeling excellent and professional boundaries with both clients and staff; sharing recovery experiences; encouraging participation in recovery activities; and demonstrating appropriate recovery living skills for others to emulate.

### **IV. Statement of Agreement Regarding Employment Classification and Hours:**

By signing this contract, I agree to the following employment conditions:

\_\_\_ I am not an independent contractor, I am an employee, and will receive a paycheck with appropriate, state and federal mandated deductions made to net pay.

\_\_\_ I do NOT provide clinical services to any resident of the home (this includes counseling, case management, intervention, detoxification services, etc.).

\_\_\_ I am NOT a personal assistant who assists others with physical care, mental health services, or 24-hour supervision.

\_\_\_ I agree to the hours detailed above and agree to seek permission to work for longer hours than agreed to before performing additional hours.

\_\_\_ I agree that the hours worked are not to be performed in shifts or at specified times, but as needed throughout the week in the amounts detailed above.

\_\_\_\_ I agree to provide time sheets, as prescribed by state/federal law, on the required days so that employee records can be accurately kept.

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Employee Name (Print)

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Signature

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Date

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Employer Name (Print)

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Signature

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Date