

Live-in House Manager & Caretaker Support

Job description:

Job Status: Full-time/ 30 hours per week, Salary/Exempt

Compensation: \$23/hr (\$35,880/yr) Housing Included

Schedule: Sunday through Saturday – 7 days a week

Hours Vary – primarily mornings and evenings

Summary: The Live-In House Manager & Support Caretaker maintains a safe, welcoming, and well-functioning residential environment for patients and their children. This role also supports the care of the property and animals while encouraging resident participation in meaningful responsibilities that promote personal growth and recovery. Develops positive, professional relationships with residents built on mutual trust and respect.

Resident & Household Management

- Lead weekly house meetings to communicate expectations, address concerns, and promote harmony within the residence
- Enforce household rules and ensure completion of resident chores to maintain a respectful, structured environment
- Serve as a key source of information for the Recovery Housing Coordinator by promptly communicating resident concerns, support needs and incidents
- Provide support, encouragement, and accountability for residents in recovery, modeling positive behaviors and communication
- Maintain household cleanliness
- Coordinate supply needs with the Director of Operations
- Supervise residents in assignment of duties that contributes to upkeep of the living space
- Administer drug and alcohol urinalysis testing upon collaboration with the Recovery House Coordinator
- Monitor residents' daily schedules and provide a nightly report to include count, resident's daily activities, attendance at supportive meetings, chores, and observation of house rules

- Support new residents and create a welcoming atmosphere assisting with light laundry, and cleaning as needed for room changes/new residents
- Support mail pickup from the Main Campus and transport garbage to designated collection areas

Facility & Safety Coordination

- Collaborate with the Facilities team on maintenance and preventive care schedules
- Perform light household maintenance (e.g., replacing bulbs) and report larger issues for follow-up.
- Maintain safety standards in accordance with WRM and OSHA policies
- Report all non-violent/non-risk incidents that violate house rules to Recovery House Coordinator and Director of Operations
- Conduct resident onboarding and orientation to ensure understanding of house rules, responsibilities, safety requirements, and emergency procedures.

Collaboration & Backup Coverage

- Collaborate with the COO, Director of Operations, Recovery Housing Coordinator, and Property Caretaker to ensure consistent property operations and resident support coverage
- Assist with scheduling and coordinating coverage during staff absences, vacations, and emergency situations
- Serve as primary backup for property Caretaker
- In the event of severe weather, coordinate with Director of Operations to plan and prepare for safety and care of residents and animals and for protection and/or clean-up of the property.
- Support and oversee volunteers, interns, and community service participants in coordination with the Volunteer Coordinator, Director of Operations, and Recovery Housing Coordinator
- Proactively communicate any concerns, needs or suggestions for animal care or property caretaking responsibilities to COO and Director of Operations.

Animal Care & Property Support- Weekends and Evenings

- Provide daily care for animals (goats, sheep, chickens, dog, and cats), including feeding, grooming, watering, egg collection, monitoring well-being, and ensuring humane treatment
- Administer routine animal care tasks as directed
- Maintain basic animal care records
- Coordinate routine veterinary and wellness care by scheduling appointments, facilitating on-site visits, maintaining vaccination and preventative care schedules, and communicating animal care concerns promptly to the COO and Director of Operations
- Provide consistent oversight of resident interactions with animals, including education on proper animal handling, safety expectations, and liability considerations
- Maintain security of animal areas, including oversight of gates, locks, and access controls, while encouraging respectful and appropriate treatment of all animals.
- Coordinate with Caretaker and monitor animal care inventory / purchasing needs and communicate needs to coordinate purchases with COO to include order and delivery of hay & straw, purchase of animal feed, feed, treats and mineral supplements, and other needs as they may arrive.
- Assist with coordination for sheep shearing scheduled annually a year in advance.

Other Requirements

- Participate in required training to support the program, including trauma-informed care and Strengthening Families in Recovery (SFIR)
- Maintain an active CPR & First Aid Certification
- Participate in mandatory ongoing human resources, health & safety, and staff meetings
- Participate in mandatory clinical trainings
- Communicate and coordinate with Accounting and Operations with respect to necessary purchases and adhere to purchasing guidelines and procedures.

Qualifications

- Experience working with children is preferred

- Experience working in a farm environment and with animals is preferred.
- Prior experience in residential management or recovery support roles preferred
- Minimum 2 years of recovery and understanding of sober-living community dynamics
- Valid driver's license and reliable transportation
- Strong interpersonal, communication, and conflict-resolution skills
- Ability to manage multiple priorities with flexibility and professionalism
- Commitment to the mission and values of Westminster Rescue Mission

Physical Requirements

- Ability to perform light to moderate physical labor, including standing, bending, lifting up to 40 lbs, and outdoor work in varying weather conditions
- Must be able to work evenings, weekends, and holidays as scheduled

Equal Opportunity Employer Statement

Westminster Rescue Mission (WRM) does not discriminate against any employee or applicant for employment because of age, disability, race, color, religion, sex, or national origin. WRM is committed to providing equal opportunity for employment and advancement.

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Application Question(s):

- Are you okay with living within the Women and Children Recovery Home? Meaning your place of residence would be at the Women and Children Recovery Home.

Work Location: In person