

WELLHOUSE CHILD HOME MANAGER



Status: Full-time

Summary: The Home Manager works with the PD, Sr. BSS, and Program Coordinator to provide direct care and supervision to the youth while meeting basic daily needs and assisting with the provision of organization and maintenance of home. Further responsibilities include assisting with the monitoring the security of the home and residents to ensure that the risk of flight is minimized and protection from unwanted intrusions is minimized.

Essential Functions:

- Monitor and maintain the safety and security of the residents and facility via established protocols.
- Greet new residents, assign them to their rooms and ensure that they are provided with needed items (hygiene products, clothing, devotional books, etc.).
- Address negative behaviors with a positive Godly attitude.
- Ensure that residents are monitored for safety.
- In coordination with PD, Sr. BSS, and PC supervise client activities including education, breaks, assignments, recreational activities and other activities when needed.
- Assist, as requested, with performing minor maintenance and cleaning, and maintain organization and functionality in the homes to include ensuring that chores are performed, and all areas remain organized.
- Assist with meal planning and the coordination of food purchases and prepare or assist in the preparation of meals, specifically evening meals.
- Document activities in accordance with TWH/WC practices.
- Coordinate supervision of residents during activities off site if requested by PD.
- Maintain confidentiality, as per TWH/WC practices and HIPPA.
- In coordination with the PD, assist with planning and conducting special activities.

Education & Experience:

1. Bachelor's Degree in Human Services field or equivalent combination of education, training, and experience is required.
2. Applicants should also have specialized experience and/or training in trauma informed services.

To read the full job description:

Email WHC Program Director Mitzi Carden to request or if you have any further questions.

To apply:

Email your resume and a cover letter to WellHouse Child Program Director Mitzi Carden at mcarden@the-wellhouse.org.