

On Call Resident Manager

Catholic Charities - Christ House is a Transitional Housing Facility offering single men over the age of eighteen a temporary, clean, safe, and structured environment where they can receive assistance in addressing their needs in body, mind and spirit. Aligned with Catholic Social Teaching, Christ House provides Residents dynamic programs and services aimed at assisting Residents transform their lives to become self-sustaining, contributing members of society. On Call Resident Manager - The hours are "On Call" and when needed.

Summary:

Reporting to the Program Director, the Resident Manager works as part of a team and independently to provide Christ House Residents a safe, clean, and structured transitional living environment. The Resident Manager provides shift coverage, crisis intervention, and oversight of daily operations. The position is part-time, requires on-call availability, and is considered "essential" personnel and available during extreme weather conditions and/or other emergencies.

Responsibilities:

Direct Client Services

Service Delivery

Daily

Manage facility and ensure the safety of all occupants per agency protocols and procedures.

Manage, distribute, and annotate Resident prescriptions and medications in the Medicine Distribution Log according to agency policy

Assign and ensure completion of daily chores with Residents

Annotate all notable Resident interactions with staff, volunteers, and/or other clients

Maintain appropriate professional boundaries with program residents

As Needed

Reinforce community living guidelines with residents.

Distribute personal care items to clients per protocol

Provide crisis intervention, safety planning, and resource information to Residents and Evening Meal Guests, Volunteers and the Public

Perform program departure procedures with Residents
Other duties as assigned

Education and Experience:

High School Diploma/G.E.D. Some college preferred
2-3 years of work experience preferred
Experience working with the homeless population a plus
Ability to communicate effectively
Punctuality and dependability required
Ability to remain calm during emergencies

Please send cover letter with salary requirements and resume to
jobs@ccda.net