

Our House Job Description

“Every person is one caring adult away from being a success story”

Title: House Parent / Manager

Department: Residential

Job Summary: Established in 1982, Domus, Inc. is a not for-profit 501c (3) organization with the mission of providing a quality and safe family environment for young adults in need, so that they may become independent, responsible, well-adjusted, contributors to their communities.

Working for Our House will mean adopting our mission as your own. If you're looking for a job that you can be passionate about, want to improve the life of unaccompanied young adults, and are a hardworking and optimistic individual, you've come to the right place! As a member of the Our House family, your work will directly impact the young adults in the Westfield and greater Westfield communities. House parents will be concerned with all tasks relating to supervision, on-site directorship, boarding accommodations, meals, and academic performance of the residents in this home.

We are currently looking for a Houseparent / Manager for our Residential Program. The right individual will identify with our core values of Advocacy, Family, Education, Mutual Respect, Dignity, Compassion, and Responsibility. With our mission and these values in mind the house parent / manager will serve as the on-site manager and be responsible for the safety, development and well-being of the young people residing in the house. The House Parent / Manager resides in an apartment suite in the house and participates in the planning of house activities, operations and maintenance.

Primary responsibilities include, but are not limited to:

- Holds weekly meeting with the residents, communication on a daily basis
- Management of the kitchen and coordination of meals (Meal Preparation, Menu Documentation, and Grocery Pick Up)
- Conducts daily inspections of the house to identify items in need of repair and ensure house rules are being adhered to; assist in cleaning and ensure residents are taking care of and cleaning their units and the common spaces
- Performs small house maintenance tasks (i.e. – watering plants, sorting mail, etc.), and coordinates maintenance and repair requests; manage and track household purchases and expenses
- Ensures a safe, positive and productive environment for residents
- Develops, implements and oversees house policies and procedures
- Keeps supervisor informed of any unusual trends and/or problems
- Encourages proper social graces and etiquette among residents; serves as a positive role model
- In home supervision for residents (Hours determined by needs of the house, more evening to morning)
- Assist with self-administration & documentation of medications
- Coordination of mentors and volunteers
- Facilitation of ongoing relationships with residents and their families, sponsors, and community members
- Provides academic support and encourage accountability
- It is anticipated that core hours of coverage required in this role are evening and night, other office hours should be set up to accommodate the students

Minimum Qualifications Include:

- High School Diploma or GED required, Advanced Degree Preferred
- Prior experience in a similar position preferred
- Prior experience working with youth is necessary and must be comfortable working with both males and females
- Valid Driver's License w/excellent driving record
- Ability to manage the property with up to 10 residents, and access the entire house and grounds
- Must possess and exhibit behavior that demonstrates sensitivity to cultural diversity
- Successful completion of CORI and criminal background check, and authorization to lawfully work in the U.S.
- Successful completion of houseparent training and new hire probationary period
- Demonstrated agility in managing emergency situations and individuals in emotional distress
- Demonstrated resourcefulness in providing or securing services and assistance for residents

Compensation:

- Rent-free apartment and utilities (Newly renovated 1 bedroom apartment)
- Weekly salary \$275
- Stipend of \$1000/month based on number of residents
- YMCA membership
- Vacation/holiday/sick time accrual package
- Health benefits

Our House is an Alcohol, Drug, Smoke and Pet Free House for both Staff and Residents

How to Apply: Please send cover letter and resume

BY Email: domusinc@verizon.net

**BY Mail: Ann Lentini
Executive Director
Domus, Inc.
4 School Street
Westfield, MA 01085**

Resumes accepted through April 20, 2018

EEO Statement

Domus, Inc. is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religious creed, national origin, ancestry, sex, age, disability, sexual orientation, or any other category protected by law.