



*"Empowering Working-Poor Families with
Financial Security through Interim Housing"*

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NIGHT MANAGER

Job Purpose

The Night Manager provides support, encouragement and leadership to the Program Members in the River of Refuge Transitional Housing Program. The Night Manager should be available to Program Members and help them to grow and develop as self-sufficient members of society.

This is a non-paid, live-in position.

Primary Duties and Responsibilities: The Night Manager helps to facilitate a positive living environment. This is accomplished by the following:

Essential Functions:

- Educates Program Members on the policies and procedures of the program upon intake.
- Enforces program rules / policies and holds Program Members accountable for their behavior by reporting actions to the Case Manager or Program Director.
- Builds relationships with the Program Members in the Transitional Housing Program.
- Assists Program Members in developing relationships with each other.
- Helps to facilitate an environment that allows Program Members to meet their program goals.
 - Models positive attitudes and behaviors.
 - Sets an example
- Supports the Case Managers / Program Director by providing assistance for Program Members in need during non-business hours.
- Supports the value and mission of the Transitional Housing Program and organization
- Conducts the intake process and assist the Program Member when exiting the program.
- Documents policy violations and reports infractions to the Case Manager or Program Director.
- Conducts checks for cleanliness and contraband of the family units weekly or more frequently if requested by the Case Manager or Program Director.
- Reports maintenance and facility concerns to the Case Manager, Program Director, or Facilities Manager.
- Other duties as assigned by Program Director

Competencies

- Compassion.
- Communication – verbal and written.
- Organizational skills.
- Decision Making.

Position Type/Expected Hours of Work

This is a non-paid, live-in position. The salary is equivalent to the rent and utilities on the unfurnished apartment provided. The required hours for the Night Manager position is ten hours per week and will require working outside of normal working hours on occasion. The Night Manager is expected to be employed full time off the premises. The Night Manager reports directly to the Program Director.

The Night Manager needs to be able to pass a drug test and criminal background check.