

House of Hope House Leader Handbook

Introduction

This handbook serves as a resource to individuals who serve as a house leader for House of Hope. Each House of Hope Residence is required to have a House leader live and be available to house residents for a minimum of 15 hours during the week and 10 hours on the weekend. The gender of the house leader must be the same as the house residents.

Job Description

- Qualifications
 - Christian
 - 18 years of age or older
 - High School Diploma or GED
 - Experience working with homeless adults and people struggling with additions

- Reimbursement
 - Free rent and utilities for 1 bedroom in the house in which they reside

- Responsibilities
 1. Responsible for overseeing the daily house operations
 2. Maintains knowledge of all House of Hope policies regarding house rules and assures that they are followed
 3. Sets an example for house residents to follow with regard to ethics, moral character, personal hygiene and a clean and orderly house leader's bedroom
 4. Promotes organizational values among house members and encourages involvement in extracurricular activities.
 5. Promotes resident empowerment and encourages self-sufficiency in a positive living environment
 6. Promotes house safety and makes recommendations for improvement when appropriate
 7. Promotes the organization's goals and objectives while demonstrating commitment to supporting house members
 8. Able to handle difficult situations between house members and the board of directors with a tactful, adult attitude by relying on facts rather than feelings, being honest but gentle, and avoiding gossip

- Duties
 1. Must live in the house, no overnight stays elsewhere except for designated vacation time
 2. Attend all in-house functions and house meetings
 3. Advise and assist the house members as needed, while maintaining confidentiality
 4. Meet with house members weekly and assist them in their goal achievement
 5. Complete UA tests on house members
 6. Monitor house members medications
 7. Approve overnight stays and curfew extensions, monitor sign out sheet for new residents
 8. Assign chores to house members and make sure they are completed
 9. Handle disputes between house members

10. Attend all House of Hope board meetings and complete any mandatory trainings
11. Work with resident's social workers, probation officers, etc to assist with compliance and assist with goals
12. Develop and implement programs which respond to the specific needs of the organization
13. Ensure compliance with the policies, rules and regulations, as stated and implied by the organization.
14. Supervise the use of common areas in the house and to assure that all public areas (living room, kitchen, and downstairs bathroom) are kept neat and clean and suitable for welcoming guests
15. Records all unacceptable conduct in the appropriate resident's folder and assists in formulating ideas to prevent such actions in the future
16. Inspect bedrooms randomly throughout the week and write up any violations
17. Conduct fire and safety training for residents
18. Additional responsibilities as required or assigned

People interested in becoming a house leader must submit a resume to the House of Hope Board of Directors to ensure that they meet the minimum qualifications. Applicants will also be required to submit and pass a background check against sexual offenses.

Any House leader mandatory training will be completed prior to or within 30 days of moving into the house. Training completion is the responsibility of the house leader and copy of the certifications should be submitted to the Board of Directors.

Removal of House Leader

House leaders are accountable to the Board of Directors and will show proof of room checks, weekly meetings, and report on goal completion by residents monthly. Failure to provide documents at meetings or by email, will result in corrective action. A written warning will be given to the House leader and a designated Board Member will begin checking House Leader documentation weekly to ensure proper completion. Checking will continue for 4 consecutive weeks. If the House Leader is still unable to correctly document resident activities, a Board Meeting will be held to discuss a resolution. The House Leader can be removed by a 2/3rd vote from the Board of Directors. If the House Leader is removed from their position, they will have 24 hours to remove their belongings from the house and return the keys to a Board Member.

House Leader Absences

During any planned absence or voluntary termination of a house leader, the Organization shall provide an interim house leader. Any interim house leader must meet the minimum qualifications of the house leader. House leaders receive one-week vacation from the house a year. Notice of the vacation must be given to the board of directors at least one month prior.

For any unplanned or unexpected absence, including the resignation of a house leader, the Organization shall make reasonable effort to promptly provide an interim house leader. The Board of Directors will follow the approved Action Plan for Vacancy of a House Leader. If the Organization fails to comply with its action plan, and/or fails to demonstrate continued reasonable effort to engage a permanent house leader, the Organization will consider closing the residence with the vacancy.

In the absence of a House Director or interim House Director, regardless of reason, no guests will be allowed in the house.

Recommended Tips for Successful House Leaders

1. Get to know the house members as individuals and show sincere interest in them personally.
2. Know what the board of directors expect of you as a house leader and communicate your expectations of them also.
3. Recognize the importance of peer influence and its effect on how each member contributes or fails to contribute to the house dynamic.
4. Assist the board of directors in determining the needs of the residents they are serving.
5. Do not make any assumptions and always ask questions.
6. You are a role model. Residents are watching everything you say and do.
7. Don't allow yourself to be placed in the position of defending resident behavior if you don't have all of the details, this means you need to be at all house activities.

And finally, know that the Board of Directors are here to assist you. We are here to support you and can provide training, education, resources, and answers about everything and anything you need information on.



HOUSE OF HOPE

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I, _____, have read and understand the policies and procedures required to be a House leader for House of Hope. I will abide by them to the best of my ability and realize that not following them can result in the removal of my position as House leader by the House of Hope Board of Directors.

_____ Signature _____ Date