



**CALM Organization, Inc.**  
**Crisis Aid for Littles and Moms**  
**‘Weekend House Manager’ Job Description Rev. January 2021**

**Job Title:** Weekend House Manager  
**Department:** Emergency Assistance / CALM House  
**Reports to:** CALM Director  
**Approved by:** CALM Org Executive Board  
**Approval Date:** January 2021

**Job Summary:**

The Weekend House Manager hereafter referred to as House Manager, reports to the CALM Organization, Inc. Director or authorized Executive Board members. House Manager is responsible for securing the residence, orienting new residents and preparing rooms for new residents. The House Manager is responsible for maintaining the home and its integrity. She is responsible for making sure the residents keep the house and their personal rooms clean. She is responsible for emergencies and knowing how to handle those should they arise. The shifts include, but are not limited to: Day Shift, Night Shift, Weekend Shift, and Customized Shifts. We are accepting applicants for the Weekend shift, generally between the hours of 2:00pm Friday afternoon through 5:00pm Sunday afternoon. We are accepting applicants for this position who have no accompanying children, unless prior arrangements are made.

**Required Qualifications:**

**Education:**

- High school diploma

**Experience:**

- Prior work experience, one + years, preferably within a residential aide role.

**Competencies:**

- The mature Christian woman must support and adhere to the Christian teachings.
- Good interpersonal skills and ability to diffuse conflict.
- Cross-cultural awareness and sensitivity to cultural differences.
- Ability to manage confidential information appropriately.
- Ability to work collaboratively.
- Ability to multi-task.
- Non-smoker preferred.

**Duties/Responsibilities:**

The day to day duties are carried out by the House Manager. These include:

- Receives all volunteers in a welcoming and gracious manner.
- Talks calmly and clearly in a positive manner to all residents and volunteers

- She makes sure the schedule is followed with any classes, schedules, counseling, appointments, etc.
- She makes sure everyone eats and that babies are fed 3 meals a day with snacks as necessary. Must ask about feeding child any food items before giving to child, prefer in high chair.
- She oversees the packing of morning bags, backpacks and lunches for the kids once daycare is open and each night before bedtime.
- May suggest, but not insist, to resident moms a different way of feeding or playing with their child
- Must ask if they can hold their child before picking up. You will have occasional child care responsibilities if there are no sitters for work or class time. If the mom wants to go somewhere and not take her kids, she has to ask the House Manager in advance. The House Manager has the right to say no and should not be coerced into doing this.
- Enforces rules, helps with house meetings, chores assigned are carried out and are checked off on the day to day chore list on their doors with the house mom's initials. For weekly chores add date. The next morning any chores not completed will need to be reported to the Director.  
If there is a late evening activity or a day activity, the residents need to plan ahead to have chores done for that day.
- Enforces cleanliness of residents' rooms. This includes that bottles are not left in rooms or anywhere in the house. Garbage needs to be taken out daily.
- Supplies for the house are checked and will add to grocery list when needed but check with Director first to see if these are in the storage unit.
- Maintains cleanliness of the house; cleaning and preparing rooms for new residents within 72 hours of being vacated.
- If any issues with the residents arise, they will be addressed to the Director.
- House Managers must be held to a higher standard in regard to gossiping and making decisions. There should not be talking to one resident about another one or talking to a volunteer about any of the residents. If there is something that is concerning, email or text the Director with your concerns. Sometimes these can be addressed and corrected before a write up needs to occur with the residents.
- Participates in staff House Manager Meetings or other suggested meetings as needed for improvement.
- If there is any kind of incident like a fall, a bruise, etc. an incident report must be filled out. This includes any of our volunteers, residents, children or paid staff. After the incident report is filled out, please inform the Director. Place report on desk in the office. Copies will be made to distribute to people involved.
- Please be careful in not playing favoritism to any particular resident or child. The other resident's notice and will try to use this against a house mom, executive board member, or volunteer.
- Perform any other duties as assigned.

#### **People to contact for each area**

- **House Director and Employees**
- **Employee pay**

#### **Other Qualifications:**

- The candidate must be organized, capable and willing to enforce CALM House rules, and able to handle the joyful noise created by children of the single mom's served by the program.
- Candidate must possess a valid driver's license and may take moms and kids in their car to Walmart or other places as appropriate as long as the house is being supervised while residents are there or have a volunteer come in as needed.
- Candidate must successfully pass a criminal background check.

- The candidate must pass initial drug screening prior to being offered the position, and is subject to additional, random drug screening during the period of employment.

**Additional information:**

A separate, furnished room is available for rest by all house managers during shifts when house observes quiet time. Meals are provided during their shift, plus the candidate will receive a stipend every two weeks. The weekend shift hours averages from 2:00pm Friday afternoon through 5:00 pm Sunday afternoon and can be up to 48 hours on the weekend shift, unless custom arrangements are made.

**Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb, balance, and stoop. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

**Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.**

The employee’s duties are performed at the following CALM Organization, Inc. facilities:

- CALM House – residential home for single moms and their children
- VenYou201 – adjacent dwelling used for approved public or private community events sponsored by CALM Officers, Executive Board, or Residents

I am interested in the \_\_\_\_weekend\_\_\_\_\_ shift.

For consideration of employment with CALM Organization Inc. please complete the following:

List any criminal history

Have you ever been convicted of a crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Please Explain:	Where the charges dropped? Circle: Yes No
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Please Explain:	Where & When did you serve time in jail
Do you have a parole or probation officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Please Explain: Please List Name & Contact #:	Length of Time Remaining
Is there currently a restraining order on/against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Please Explain: Please List Name & Contact #:	Describe:
Do you currently have a restraining order in place on/against someone?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please list name & contact #:	Describe:
Are you or have you ever	<input type="checkbox"/> Yes	No explanation here...	

experienced domestic violence or sexual assault against you?	_____No		
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I \_\_\_\_\_ by my signature and initials below agree and covenant to the following while on CALM property:

A. I will not use any drug substances that are a schedule 2 or 3 while on CALM house property. This includes sleeping at the CALM house at night. \_\_\_\_\_ initials.

B. I also understand this includes the use of medical marijuana in any form that may be derived from said plant while on CALM property. \_\_\_\_\_ initials.

C. I agree and covenant to not consume alcohol of any form while on CALM property. This includes beer, wine, hard liquor or any other form of alcohol. \_\_\_\_\_ initials.

D. No firearms and or lethal weapons of any kind (mace, stun guns, firearms, knives etc.). \_\_\_\_\_ initials.

E. I understand the protection of the moms and children is everyone’s responsibility. I understand that I can call the Niceville police at any time if I feel we need their assistance. I will put their number in my phone, so I have it available at all times. \_\_\_\_\_ initials.

F. I understand that I am modeling good and honest behavior at all times around the children and the moms. I will follow the above rules for employment at CALM house. \_\_\_\_\_ initials.

G. I understand I may be subject to a background check. \_\_\_\_\_ initials.

**I have read the above job description, the considerations for employment, and accept the responsibilities of that position.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness/Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_