



## House Manager (Live-in)

**Location:** Orléans, Ottawa, ON, Canada

**Compensation package:** Free partially furnished accommodation, utilities and meals; monthly stipend starting at \$1,000 (to be negotiated depending on extent of involvement in day program)

### Position Summary

Reporting to the Operations Director, the House Manager plays a vital role in the daily life of My First Place Ottawa, living on-site and supporting 4 adult residents with developmental disabilities. This role ensures the smooth, safe, and supportive operation of the home while fostering independence, dignity, and community for each resident. The House Manager also collaborates with the Employability Skills Day Program team to help participants build life and work-readiness skills. This is not a clinical or supervisory role, but a hands-on, heart-forward position rooted in lived experience, compassion, and a belief in every person's potential. You must be a kind and deeply empathetic person to thrive in this role.

This role is intentionally flexible, allowing the house manager to pursue outside employment or activities, provided they meet the minimum support requirements for residents. The house manager may also earn additional stipend by participating in the employability skills day program, with participation available on a flexible, as-desired basis.

Ideal opportunity for a retiree, student or recent graduate of a PSW, DSW or other social work related program to gain valuable experience.

## **Key Responsibilities**

### **Resident Support & Home Life**

- Build respectful, trusting relationships with residents
- Support residents in daily routines, including hygiene reminders, meal prep, and household tasks
- Help residents develop independent living skills through modeling and encouragement
- Assist with move-ins, move-outs, and transitions
- Ensure a clean, safe, and welcoming home environment

### **Home Operations**

- Oversee household chore schedules, groceries, and shared responsibilities
- Coordinate minor maintenance needs and communicate with leadership for larger issues
- Maintain basic records related to resident routines, incidents, and progress

### **Program Collaboration**

- Support life skills sessions as needed (e.g., facilitated workshops, cooking, cleaning)
- Participate in simulated café operations and other community events
- Assist with resident assessments and goal tracking in collaboration with program staff

### **Community & Communication**

- Maintain open, respectful communication with families, staff, and volunteers
- Advocate for residents' needs and preferences
- Help foster a positive, inclusive, and empowering home culture

## **Qualifications**

- Experience working or living with individuals with developmental disabilities
- Strong interpersonal, organizational, and problem-solving skills
- Comfortable with basic cooking, cleaning, and home management
- Ability to model healthy routines and respectful communication
- Vulnerable sector police clearance
- CPR/First Aid certification (or willingness to obtain)
- Valid driver's license preferred

#### **Additional Details**

- This is a live-in position; private room and food are provided at no cost
- Flexibility is essential—some evening and weekend support is expected
- Duties may vary based on resident needs and program evolution

#### **Interested in this opportunity?**

Send your resume and cover letter with a preferred start date to [myfirstplaceottawa@gmail.com](mailto:myfirstplaceottawa@gmail.com)