



community development partnership

Creating opportunities for people to live, work, & thrive on the Lower Cape

Job Description Canal House Manager

Reports to: Chief Property Management Officer
Supports: Chief Property Management Officer
Status: Part-time Non-Exempt Position (15-20 hours/week)

General Responsibilities:

The House Manager will be responsible for the daily management of the Canal House per direction of Community Development Partnership (CDP) and Duffy Health Center. The House Manager is expected to live in the House Manager's quarters and maintain presence overnight. The House Manager may retain a daytime job outside of the Canal House during the term of this agreement.

Job Responsibilities and Duties:

1. Maintains residence at the Canal House. Works with CDP and Duffy to coordinate time away from house to ensure no interruption in oversight of residents.
2. Conducts weekly house meetings.
3. Coordinates list of resident responsibilities for common areas and supervises these duties. Keeps track of common area inventory.
4. Documents and communicates to CDP and Duffy Recovery Coach problems that arise between residents and difficulties that residents may have with house rules and policies.
5. Responds to emergency situations promptly. Report maintenance issues to CDP. Report resident issues to Duffy Recovery Coach.
6. Acts on suspected alcohol and drug use and follows established policy for screening.
7. Performs random drug and/or alcohol screenings for residents. House Manager is subject to random drug and/or alcohol screenings.
8. Conducts, with the resident, regular inspections of resident rooms. Keeps track of room inventory.

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9. Assists with enforcing house rules and notifying residents of house rule violations in writing with a copy to CDP and Recovery Coach.

Job Responsibilities and Duties (con't):

10. Reports to CDP when household supplies need to be replenished.
11. Reports to CDP when repairs need to be made in the House.
12. Reviews with each new resident the policies and procedures of Canal House and their resident agreement.
13. Interface with the CDP for routine/emergency maintenance to the residence.
14. Maintain complete sobriety.

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