



House Manager – Full Time Winnipeg, MB)

Position Summary

The House Manager is responsible for the management of a community residence for adults with intellectual disabilities, under the direction of the Coordinators and Executive Director. The House manager facilitates the physical, emotional, and financial well-being of residents and oversees the daily operation and organization of the home, which includes supervision of Residential Support Workers.

Duties and Responsibilities

- As senior staff member and part of the Person-Centered Planning team, plans life skills programs/activities with residents to assist them to live comfortably and responsibly within their own home and community.
- Together with Residential Support Workers, implements these programs-supervising, teaching and guiding residents in carrying out daily activities.
- Plans and coordinates leisure, recreation, annual vacations, and special activities.
- Ensures residents' medical needs are met – ensuring medications are administered as required and recorded, and scheduling regular medical, dental, vision and other appointments as required and conveying significant information to the residents' family.
- Provides orientation, supervision and direction and delegates tasks to the Residential Support Workers.
- Oversees household management, ensuring food and household supplies are replenished, nutritious meals are offered, and housekeeping tasks are carried out.
- Administrative responsibility for household budget management and petty cash system.
- Assists residents with management of their personal funds on a day-to-day basis, and keeps necessary up-to-date records of their bank transactions, income, and expenditures in accordance with Family Services "*Guidelines for the Management of Personal Funds.*"
- Acts as a liaison with family members, advocates, and other service agencies in order to meet the residents' needs.
- Attends and contributes to Managers' Meetings and schedules and chairs regular house staff meetings.
- Coordinates staff shift scheduling.

- Adheres to the principles, practices, and procedures of Shalom Residences Inc., including maintaining Kashrut standards, planning programs for the Jewish holidays and ensuring staff members respect and follow these.
- Ensures the effective record keeping and communication of information to, and between staff through maintenance of resident's files and staff communication book and Daily Log.
- Performs any other related duties as assigned to assist the residents or to further the goals of Shalom Residences.

Supervisory Responsibilities

- ❖ Directs, coordinates, and reviews the work of the Residential Support Workers on a continuing basis.
- ❖ Provides initial training and orientation of RSW staff, as well as ongoing support and guidance.
- ❖ Fosters a cooperative staff team approach to providing support to residents.
- ❖ Prepares information and conducts annual and probationary RSW evaluations.
- ❖ In order to assist with supervision, the House Manager will arrange their schedule to work three weekend shifts per year.
- ❖ The House Managers will be scheduled to take On-Call duty after hours for a stipend on a rotating basis.

Supervision Received

Supervision is provided by the Coordinators and Executive Director through individual consultation and monthly Managers' Meetings.

Position Requirements

- ❖ Mature and responsible personality
- ❖ Valid drivers license and own vehicle.
- ❖ Previous experience working with persons with intellectual disabilities.
- ❖ Effective verbal and written communication skills
- ❖ Previous experience managing a household – budgeting, meal planning etc.
- ❖ Valid Emergency First Aid certificate
- ❖ Disability and Community Support Certificate or equivalent education and experience
- ❖ Commitment to community living and inclusion essential.

Benefits

- Comprehensive health benefits package, including medical, dental, and vision coverage.
- Registered Retirement Savings Plan (RRSP) with employer matching contributions.
- Professional development opportunities.
- Supportive and inclusive work environment.

Rate of pay: \$20.65 per hour to start

How to Apply: Interested candidates are invited to submit their resume and cover letter to admin@shalomresidences.com. Please include "House Manager – Shalom Residences" in the subject line of your email. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Equal Opportunity Employer: Shalom Residences Inc. is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Join us in making a difference in the lives of those we support. Apply today!

CRIMINAL RECORD AND ADULT ABUSE REGISTRY CHECKS ARE CONDUCTED FOR ALL SHALOM RESIDENCES INC. EMPLOYEES ACCORDING TO MANITOBA FAMILY SERVICES AND HOUSING RESIDENTIAL CARE LICENSING REQUIREMENTS.