**House Manager (Residential)**

***\*Reliable transportation, valid OK driver’s license & vehicle insurance required. $1,500 sign-on bonus.\****

**Job Description** - The House Manager (HM) is the lead staff for a residential setting that may include anywhere from 1-4 individuals living together as roommates.

This individual is responsible for managing the home and the individualized programs for each resident. This includes developing and maintaining schedules for each resident living in the home AND the staff that may work there. The pairing of staff and residents’ schedules must be done in a manner that ensures appropriate staffing are on-duty to assist residents with meal planning, shopping, activities, appointments, etc.

In addition to making sure that schedules are adequately created and followed, the HM has a house budget that they need to abide by to ensure the house has adequate supplies of groceries, gas and other supplies.

As the frontline member of management, the HM is charged with maintaining precise records for each individual living in the house to validate that programs are being implemented as designed, progress can be measured, and communicating all pertinent information with the relevant Interdisciplinary team member(s) for each individual resident.

