



## Ministry Description Independent Living -House Manager

**Position Title: Live-In House Manager****Reports to:** Director of Programs/Executive Director**Directly Supervises:** Residents in the Home**Compensation:** Housing accomodation, all utilities, food resources.**About the Organization:**

Arukah is dedicated to providing residential programs devoted to supporting men in their journey to heal, restore, and reclaim their lives. Our vision is “to give men the opportunity to become better men physically, relationally, emotionally, and spiritually, which will in turn have them become better fathers, husbands, sons, friends, and employees.” Please see <https://www.arukahweb.org> for more information on Arukah.

**About the Position:**

The Arukah Live In House Manager will be a volunteer representative of the organization to the Livermore and Tri Valley community in and throughout Alameda County. They will work closely with the house residents and Executive staff as they support the residents in completion of their independent living program and transition more healthily into society. The manager will maintain safety procedures and implement program rules as they support the men in their continued reentry into a safe community. They may work cohesively with other staff and volunteers, as needed. They will continue to maintain their own spiritual growth and formation and use this as an asset in working with the residents in the program. And they will manage the physical house in, Livermore, CA.

**Duties and Responsibilities:****Program Support and Execution**

- Support residents enrolled as they live in the independent living home.
- Consistently follow, adhere to and implement all house rules and regulations.
- Document important interactions with men and keep clear communication with the leadership team about important needs and issues.
- Supports residents in personal or house crises, with support of Executive staff.
- Facilitate regular house/room checks and site searches for paraphernalia.
- Conduct resident urinalysis tests as needed.
- Learn and be trained on all safety and standard operating procedures at Arukah.
- Maintain all safety policies in the home.
- Set chore schedules with men and maintain a high standard of home cleanliness.
- Encourage residents in their life, recovery, and reentry as needed.

**Screening, Intake/Discharge Procedures**

- Participate in applicant interviews and acceptance into the program.
- Conduct resident intakes and orientations.



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- Collaborate with other Arukah Staff to ensure adherence to procedures.
- Conduct resident discharges and work with residents to make exit plans.

**Required Qualifications**

- Agreement with and commitment to the mission and vision of Arukah.
- Satisfactory completion of a background check (including LiveScan, if appropriate), that may include, but is not limited to: criminal records check, verification of academic credentials, licenses, certificates, professional references and/or verification of work history as required for employment.
- Valid Driver’s license and willingness to drive staff or residents in agency vehicles and to drive residents to necessary appointments, meetings, or employment.
- Participate in mandatory volunteer training, as needed.
- Competence in google suite and basic software.
- Willingness to learn new skills and comply with improvements in function of the program.
- High respect and equal treatment for all residents in the program showing no partiality towards residents.
- Ministry experience, including a focus on previously incarcerated populations, previously addicted, or previously homeless populations.
- Thorough understanding of people in re-entry or AOD recovery.
- Continued and collaborative communication with Arukah lead staff.

**Ministry Description Agreement:**

*I have read and received a copy of my House Manager ministry description. I understand that this is a volunteer position.*

*Notice: All ministry descriptions to be used as guides only. They do not constitute contracts, commitments or promises of any kind. Arukah reserves the right to change, add, delete, upgrade or downgrade positions as dictated by business necessity at any time with or without notice.*

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Staff

\_\_\_\_\_  
Date

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Executive Director/Director of Programs

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Date

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Witness

\_\_\_\_\_  
Date