



HOUSE MANAGER

Our Mission:

At In My Shoes, through our Core Values of Hospitality, Faith + Works, Empowerment, Wholeness, and Authenticity, we provide a safe, welcoming community for women who are pregnant and homeless or at risk of homelessness. We have become a leading organization in this space in DFW. The ideal candidate must be passionate about our mission.

GENERAL RESPONSIBILITIES

The House Manager serves as manager to the live-in staff, leader of house operations and liaison between the house and the administrative team. Responsible for operation and maintenance of the house and direct supervision of the live-in Core Team. **This is a live-in position with a one-year commitment and a \$1500/month stipend.**

Management

- Maintain leadership in the house with all Core Team Members
- Serve as spiritual shepherd of the home
- Keep IMS commitment to culture and intentional community at the forefront of our day-to-day work
- Provide leadership in major decision making in emergencies
- Supervise all Core Team Members including setting up quarterly supervision meetings
- Create monthly duty shift schedules
- Ensure adherence to core values for the house
- Facilitate conflict mediation, in conjunction with Programs Director and HR, between Core Team and residents
- Act as the liaison between live-in staff and director-level administrative staff by ensuring any change of policy, provided by the ED or Programs Director, is implemented in the home and communication channels are kept open
- Ensure that the HR Director and Programs Director are aware of significant staff dynamics
- Other duties, as assigned

Operations

- Provide on-duty house coverage
- Ensure financial accountability to the house budget (i.e. groceries, guest expenses)



- Maintain cordial relationship with the Sisters of Our Lady of Charity and be a point person for their contact with our program
- Work with Programs Director to ensure appropriate classes for residents are scheduled
- Ensure emergency evacuation plan is current and community is properly trained
- Coordinate drug testing for residents
- Ensure intake process is smooth and efficient
- Coordinate weekly Core Team meetings including logistics, agendas, notes and action items
- Coordinate additional Core Team training/formation with Community Development Manager as needed
- Participate in annual fundraising event and other community celebrations
- Other duties, as assigned

PROFESSIONAL QUALIFICATIONS

- A bachelor's degree or equivalent life experience
- Experience living in community or equivalent. An initial period of living in the home for 3+ months may be considered
- A passion for service, especially serving women and babies
- Strong organizational skills
- Ability to multitask
- Ability to maintain professional boundaries
- Excellent communication skills
- Ability to interface with and engage diverse groups of people
- Desire to live in community and solidarity with others

Preferred qualifications but not required:

- Knowledge of or experience working with mental health, substance abuse, domestic violence prevention, pregnancy and parenting related issues
- Training in Motivational Interviewing and/or Love and Logic. Training will be provided.

Benefits

- Reimbursement of up to \$300/month for a health insurance plan of your choice
- Reimbursement of up to \$130/month for mental health counseling
- \$25/month cell phone reimbursement
- Room and board, with access to community food and donations
- Use of house vehicle (within reason) for day-off
- 24 vacation days per year, in addition to 2 weekly day off
- Up to \$5,000/year Education Award (for past or current school loans) upon completion of the year of service