

## **The Sacramento LGBT Community Center Resident House Manager**

### **Summary:**

The Resident House Manager is responsible for all aspects of resident supervision in the transitional living program for LGBTQ youth (18-24) victims of crime. This includes supervising resident activities, maintaining a safe and supportive atmosphere, ensuring residents adhere to programs rules, and complete their chores. The Resident House Manager lives on sight at the house with residents and will be provided with a private room.

This position reports to the Youth Programs Manager and works in partnership with other programming staff and stakeholders as well as directly with community members of diverse backgrounds. This position is a live-in position. The working hours will be 6 days a week generally from 6 – 10 pm with limited on-call status. This is a part-time, non-exempt position.

### **Responsibilities:**

- Assist residents in teaching meal preparation and household management.
- Create meal plans with residents and do the weekly grocery shopping with the residents.
- Facilitate life skills workshops including job searching, GED prep, and college financial aids services, etc.
- Help residents work through conflict with others living in the house.
- Guide weekly house meetings.
- Assist youth with transportation to and from appointments.
- Ensure vacated rooms are cleaned and ready for new residents.
- Participate in resident interviews.
- The Resident House Manager is required to be in the home during work hours.
- When the Resident House Manager is unavailable during work/evening hours they must seek coverage by contacting the Youth Programs Manager.
- Communicate with day staff to facilitate the development of a strong team.
- Maintain a positive relationship with neighbors.
- Basic maintenance, organization & cleaning of facilities.
- Assist in the data collection of program use.
- Serve as a representative of the organization in collaborative partner networks and at related community and Center events and activities.
- Other duties as assigned by the Youth Programs Manager.

### **Qualifications:**

- Experience in or with systems of care.
- Strong judgment, discretion and problem solving skills.
- Familiarity with and passion for LGBTQ issues and experience working with diverse populations modeling a client-centered approach.
- A successful track record in setting priorities, information delivery, and time management.
- Excellent verbal and written communication skills, attention to detail, and interpersonal and presentation skills.
- Understanding of grant project management and data collection to ensure contract deliverables.

- Highly organized, wearing multiple hats in an ambiguous and fast-moving environment.
- Flexibility of schedule, including evenings, weekends, and limited travel as necessary.
- Valid CA driver's license with proof of valid auto insurance, ability to drive and automobile, and reliable automobile transportation are required for this position.
- A thorough DOJ background check is required as a condition for employment.
- Proficient computer skills and knowledge including Microsoft Office, database operations, spreadsheets, and other software systems.
- The person in this position may be required to sit or stand for extended periods, maneuver tight storage space, move objects up to 50 pounds, ascend/descend stairs, operate computers, copiers, and other office equipment, open and close filing cabinets and boxes, observe visitors, and communicate message ad tone by telephone.

**Compensation:**

- Part time, non-exempt, 24 hours per week
- \$13 per hour
- Monthly stipend to assist with health coverage
- Paid vacation, sick time, and holidays
- Annual professional development opportunities

**To apply:**

Go to [SacCenter.org/careers](http://SacCenter.org/careers) and please submit a cover letter and a resume in a Microsoft Word or Adobe PDF document by email to [jobs@SacCenter.org](mailto:jobs@SacCenter.org). No phone calls or in-person applications please.

**About the Organization:**

The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ community.

Position is located in Sacramento, CA.

**Equal Opportunity:**

The Sacramento LGBT Community Center is an Equal Opportunity employer. We actively seek applications from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, HIV/AIDS status, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

