



## **JOB DESCRIPTION: HOUSE MANAGER**

### **JOB SUMMARY**

Flourish Supportive Living is looking for caring and energetic individuals to join our professional team of caregivers. Experience working with adults with brain injuries, disabilities and/or dementia is preferred. We have both full-time and part-time day and night shifts available with flexible schedules.

### **RESPONSIBILITIES**

- Effectively train and communicate with team members company policies and procedures.
- Manage inventory of food, supplies and medication.
- Proficient at scheduling and managing resident appointments and transportation needs.
- The House Manager monitors resident care needs, alerts the Administrator when the resident has a change in condition, report resident and family concerns to the Administrator, and acts as a liaison with community service providers.
- Ensure community compliance tasks are completed according to schedules.
- Assists residents with activities of daily living (ADLs), such as showering, using the bathroom, getting into and out of bed, getting into and out of chairs, etc. in accordance with resident's care plan and company policies and procedure.
- Responsible for medication assistance and administration of medications, according to the state requirements.
- Leads and conducts resident activities by following activities calendar and individualized goal plan.
- Maintains a positive and professional attitude while representing Flourish Supportive Living during interactions with families, physicians, outside vendors, and other employees.
- Performs housekeeping duties throughout the home during shift. Ensure the home is clean and tidy at all times. This includes but is not limited to resident room cleans, daily and as needed bed making and laundry, trash removal (interior and exterior), cleaning the common areas and bathrooms and the kitchen.
- Adheres to safe food practices while preparing scheduled meals. Follow the weekly menu when preparing all meals. Communicates with the management team when there are issues related to the menu such as food supply shortages, recipe availability or resident concerns with meals.

### **QUALIFICATIONS**

- Ability to carry out written and verbal directions.
- 18 years of age or older.
- High School Diploma or GED

- Ability to lift a minimum of 30 pounds.
- Management experience (Preferred)
- QMAP (Preferred)
- CPR/First Aid (Preferred)
- Proficiency in computer skills, Microsoft Office and the ability to learn new applications.

**PAY RANGE**

\$17.00+/hour, depending on experience

**LOCATION**

- Multiple locations in Denver Metro Area (Lakewood, Littleton and Englewood)

**BENEFITS**

- Health insurance
- Dental insurance
- Retirement plan
- Paid time off (PTO)
- Bonuses