



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 full-time day 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.
- 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.
- Responsible for medication assistance and administration of medications, according to the state requirements.
- Leads and conducts resident engagement activities by following activities calendar and individualized goal plan.
- Performs housekeeping duties throughout the home during shift. 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 (breakfast, lunch, dinner and snacks).
- Maintains a positive and professional attitude while representing Flourish Supportive Living during interactions with families, physicians, outside vendors, and other employees.
- COVID-19 considerations: Vaccination and masks required. Staff must wear face masks at all times while on shift. Staff must also comply with COVID screening, testing and vaccination requirements.

QUALIFICATIONS

- Ability to carry out written and verbal directions in English.
- 18 years of age or older.
- High School Diploma or GED
- Ability to lift a minimum of 35 pounds.
- COVID Vaccination Required (unless eligible for a medical or religious exemption)
- Team Lead or Management experience (Preferred)
- QMAP (Preferred)
- CPR/First Aid (Preferred)

- Proficiency in computer skills, Microsoft Office and the ability to learn new applications.

PAY RANGE

\$19.00+/hour, depending on experience

LOCATION

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

BENEFITS

- Health insurance
- Dental insurance
- Vision insurance
- 401(k) Retirement plan with employer match
- Accident
- Short-term disability
- Paid time off (PTO)
- Bonuses