

**Temporary House Manager – Jefferson House – Swing Shift
The Province of St. Joseph of the Capuchin Order
Detroit, MI**

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

Jefferson House is a twelve-bed, residential treatment facility for indigent males seeking to reclaim their lives from addictions. The program is run by the Capuchin Soup Kitchen. We are seeking a temporary House Manager through at least March 2024 to work the following schedule:

Monday - afternoon shift

Tuesday and Wed - midnight shift

Saturday and Sundays - day shift

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Monitor house and grounds for needed cleaning and repairs
- Supervise outside maintenance for landscaping and snow removal
- Ensure residents complete assigned cleaning detail; manage tool and supply log
- Monitor safety of house including smoke detectors, boiler, evacuation drills
- Complete monthly health and safety reports
- Interact with residents daily offering support
- Available to drive residents to meetings or appointments
- During shift conduct routine safety checks of house and grounds and residents
- Orient new residents to use of equipment, tasks and routine of house
- Assist House Coordinator with purchasing
- Monitor resident behavior reporting concerns to program staff
- Prepare routine reports on safety checks and preventative maintenance
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: High School Diploma or equivalent, Knowledge of health and safety requirements for residential care facilities, basic understanding of substance use disorders and treatment principles, able to work swing shift schedule including holidays, ability to be welcoming and professional.

Review of resumes and applications will begin immediately.

Interested candidates may apply in the following ways:

1. Submit letter of interest and resume to:
employment@thecapuchins.org Include House Manager
2. Send resume by mail to:
Attention: Human Resources
Re: House Manager
Conner Soup Kitchen
4390 Conner,
Detroit, MI 48215

This position is not eligible for internal applicants.