

**House Manager – Jefferson House – Days and Afternoon Part Time  
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 addiction. The House Manager assists with the facility's daily living operations in conjunction with the Coordinator. We are looking for a part time House Manager to work Saturday and Sunday day shift and Monday afternoon shift for a total of 24 hours per week.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Orient new residents to activities of the house including helping them acquire supplies needed for their stay
- Supervise resident manager to ensure completion of assigned duties
- Observe resident behavior reporting concerns to activities and program staff
- Monitor and update resident daily activity log and resident sign out log
- Check resident rooms and house to ensure daily tasks are being performed
- Conduct routine checks of residents and house throughout shift
- Monitor routine maintenance, landscaping and snow removal
- Drive residents to meetings and appointments using Jefferson House Van
- Comply with Province and ministry policies, procedures, guidelines and standards

**Qualifications:** High School Diploma or equivalent, Chauffer's License. Knowledge of health and safety requirements for residential care facilities, basic understanding of substance use disorders and treatment principles, able to work flexible schedule including holidays, ability to be welcoming and professional and maintain confidentiality

**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](mailto: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