



Friends
of the Family

JOB POSTING

Job Title: House Manager, Part-time

Position Description:

We are looking for a compassionate and team-oriented House Manager to join our Residential and Crisis Services team. This position coordinates maintenance and upkeep of the agency Emergency Shelter for women and children who have experienced domestic violence and/or sexual assault.

Main Position Activities:

- Responsible for ongoing cleaning and maintenance of shelter facility.
- Responsible for supervision of household responsibilities and supplies.
- Maintain shelter facilities in a clean, tidy and organized manner at all times
- Work closely with shelter clients regarding daily upkeep of facilities and household chores.
- Coordinate shelter volunteers and maintenance needs
- Identify shelter needs and purchase needed supplies, submit receipts, and maintain a budget
- Assist in providing crisis intervention
- Participate in DCFOF staff and education meetings as requested

Qualifications:

- High School Diploma or Equivalent, some college preferred
- Over the age of 23 years, Driver's License and a clean driving record.
- Bilingual (Spanish) preferred
- Strong written and oral communication skills
- Proficiency in office applications (ex. Word, Excel) and other common office equipment

To Apply, submit resume or application to:

Denton County Friends of the Family, Inc.
4845 I-35 E
Corinth, TX 76210
Email: hr@dcfof.org

Denton County Friends of the Family, Inc. is an equal opportunity employer.

This position is Grant funded and will continue only if sufficient grant or external funds are provided.