



HOUSE MANAGER
Red Lodge Transition Services, Oregon City, OR

Employment Type: Full Time | Must live on-site

Address: Located just outside Oregon City limits (address is not published)

Reports to: Executive Director, Program Manager

FLSA Classification: Non-Exempt

Job Overview:

EDI Statement: Red Lodge Transition Services is a culturally specific organization committed to practicing, educating, and providing access to Native American/Indigenous cultural and spiritual practices on-site, and through community outreach efforts. Red Lodge embraces the diversity of all races, genders, ages, and sexual orientations. Our organization serves a wide variety of individuals; we prioritize Native American/Indigenous communities.

Overview of Organization: Red Lodge Transition Services is a trauma-informed organization and as such, we encourage applicants with lived experience who are well-grounded in their own recovery and holistic values, to apply for this position. Many of our residents have a history of incarceration, substance abuse, domestic violence, and mental health disorders.

Residents are screened prior to living at the transition center. Screening helps ensure future residents are committed to following rules, setting goals, and engaging in most of our programming. The Red Lodge Transition Center for Women is a clean and sober reentry housing program. We are committed to maintaining a safe, clean, and sober environment for all our residents.

All employees and volunteers working with clients are required to be

'trauma-informed'. Employees must be familiar with historical trauma and/or personal trauma to prevent and/or reduce undue stress. Employees must have a basic understanding of PTSD and Substance Use Disorder. This position requires at least one-year sobriety! The transition center is a safe, clean, and sober environment. Red Lodge has private vehicles for transporting residents and supplies to and from the transition center. Red Lodge believes people can and do change, when they are able to access life-changing resources, such as housing, education, employment opportunities, and positive adult mentoring. Our employees, volunteers, and clients/residents, are testimony to the strength and resiliency of the human spirit.

Job Description:

The following presents an overview of responsibilities but is not exhaustive. Requirements associated with this position may be supplemented with input from the House Manager, Executive Director, and Program Manager.

- Live in on-site House Manager. Beautiful rural setting on private land located 1 mile from Oregon City limits. Sweatlodge is on site. The private room for the House Manager consists of a bathroom with a shower, two dressers, a bed, a desk, linens, a private deck, flatscreen TV with access to Netflix, Hulu, and local channels. A small wall safe, storage loft, and closet space are provided for the house manager. Keypad door locks for privacy and security. Additional amenities include food, utilities including internet, washer, dryer, printer, and computer are provided. These household amenities are a great option for someone who only wants to work part-time and currently does not have the expense of supporting an off-site home/apartment. Amenities are not counted as income for tax purposes and are estimated to be worth approximately \$1,600/month.
- The House Manager will be paid \$400/week and paid bi-monthly. The House Manager has access to a comfortable, enjoyable place to live, work, and save money in a home-like atmosphere.
- The House Manager will be required to transport residents to and from the transit center located 1.5 miles from the property if the Case Manager is not available. The Case Manager may request the House Manager take residents to one or two appointments per week (depending on the daily

schedule).

- The House Manager must be on-site during the evening/night. All residents are to be back at the transition center by 9 pm Sunday through Thursday and 11 pm Friday and Saturday unless other arrangements have been made. The House Manager, at her discretion, can approve or deny a late curfew activity for residents. All residents are subject to a 30-day 'blackout' which means they cannot spend the night somewhere else, or be late for curfew. Once the resident has settled in and is following the rules, exceptions to curfew can be made. ***The House Manager is not required to be at the transition center all day, or all weekend.*** The House Manager is expected to be on-site during the evening/night and at least two weekends per month. The house manager will water the lawn and garden if the residents or maintenance personnel are not available to help. Time off will be covered by on-call staff.
- The House Manager will provide a supportive, positive environment for all residents living at the transition center. She will support all residents by teaching and modeling life skills that residents may be lacking. The House Manager will encourage residents to learn new ways of doing things!
- The House Manager will be responsible for grocery shopping and food preservation for the house. We encourage the House Manager to cook a simple wholesome meal at least three times a week and have house residents take turns cooking. We encourage residents and the House Manager to sit down and eat meals together, to reinforce this important family activity.
- Housekeeping, yard, and garden chore assignments will be assigned by the House manager for the residents. The house manager will help as needed, in order to maintain a tidy living area.
- The House Manager will collaborate with the Case Manager and Executive Director and/or Program manager to enhance the coordination of services for residents.
- The House Manager will be able to maintain a non-judgmental approach toward people. They will engage with residents and identify interventions emphasizing a person-centered approach, guided by trauma-informed care and professional boundaries.

- The House Manager will communicate effectively with residents and Red Lodge team members. They will work cooperatively and cohesively with a multi-disciplinary team, including participation in weekly team meetings and events.
- The House Manager will maintain the confidentiality of residents per HIPPA guidelines, and encourage others to be non-judgmental in their opinions.
- They will report rules and/or violations to the Case Manager, Executive Director, or Program Manager.
- The House Manager will occasionally administer Random Urinalysis to residents. Results will be reported to Case Manager and/or Executive Director, Program Manager. We are a strength-based program and will work with residents who struggle with addiction.

Job Qualifications:

Experience working with underserved populations—including women at risk due to homelessness, chronic health and mental health needs, low-income, LGBTQ individuals, and those who have experienced interpersonal violence.

- Experience with trauma-informed care/treatment and respect for women’s autonomy and self-determination. Knowledge and ability to incorporate cultural practices into an everyday routine.
- Valid driver’s license with the ability to be insured for a commercial vehicle. If you do not have a valid driver's license, are you eligible for licensure?
- The House Manager will maintain a compassionate, hopeful, respectful, attitude, with the ability to listen and be non-judgmental. A positive mindset is important.
- The House Manager will be collaborative, flexible, and solution-oriented; they will have the ability to stay organized and use time effectively.
- Excellent communication skills, open and transparent.
- Professional in managing relationships and interactions in multiple settings. The House Manager needs strong communication and conflict resolution skills; clear boundaries and an understanding of the needs of those who are homeless and/or battling addiction.
- The House Manager must have at least 12 consecutive months of sobriety

if in recovery.

Compensation:

- Private room with separate bath, storage area, and private deck at the Red Lodge Transition Center for Women
- Household utilities, supplies, food, and other amenities furnished
- \$400 weekly pay
- On-call staff to fill in during weekends off
- Wellness assistance up to \$100/month (supplements, Planet Fitness dues, acupuncture, medical supplies, co-payment reimbursement for medications).

Contact Information for application and interview:

- Pred Lodge Transition Services P.O. Box 55157, Portland, OR 97238
- 505-245-4175
- info@redlodgetransition.org