



<b>TITLE</b>	Senior House Manager	<b>FLSA STATUS</b>	Non-Exempt
<b>LOCATION</b>	TBD	<b>JOB TYPE</b>	Regular Full Time
<b>REPORTS TO</b>	Senior Manager, Building Operations	<b>DEPARTMENT</b>	Operations

**ABOUT THE POSITION:**

The Senior House Manager reports to the Senior Manager of Building Operations and is responsible for the overall security of the site and assistance with clerical duties.

**RESPONSIBILITIES:**

- Securing and maintaining the safety of the tenants and the facility.
- Provide crisis intervention when necessary.
- Responsible for reporting and electronically documenting all incidents on site.
- Assume responsibility for the overall running of the facility during the absence of full time staff.
- Monitor client/visitor activity.
- Ensure that all residents respond to fire alarms.
- Maintain compliance with fire safety codes.
- Maintain security by conducting floor checks hourly.
- Periodically attend house meetings, case conferences, and staff meetings.
- Assist with scheduling of part time house managers.
- Provide backup coverage to full time house managers as needed.
- Assist with Leases, LIHTC Compliance, and Section 8 Recertification.
- Assist with filing and rent collection.
- Other duties as assigned.

**REQUIREMENTS:**

- HS Diploma highly preferred. 1 year customer service experience required.
- Fire Guard Certification required.
- Good computer skills knowledge required.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to use judgment and make sensible, practical and concise decisions in an emergency situation and have an interest in property management.

**Compensation:**

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package including health insurance, dental insurance, retirement plan, and four weeks paid vacation.

**How to Apply:**

Interested applicants must submit a cover letter and resume to:  
Human Resources Department

Jericho Project  
Job Code: **Jericho – Senior House Manager**

Email: [careers@jerichoproject.org](mailto:careers@jerichoproject.org)

No Telephone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. [www.jerichoproject.org](http://www.jerichoproject.org)