

# Resident Manager – Transitional Housing

## The Lighthouse Foundation

Are you passionate about making a difference in the lives of others? Join our mission-driven team as a **Resident Manager** at Kaufman Drive, where you'll play a vital role in supporting individuals on their journey to stability and independence.



## Position Overview

As the Resident Manager, you'll live on-site in a fully furnished apartment and serve as a supportive presence for residents during evening and overnight hours. This role is ideal for someone who is relational, responsible, and committed to fostering a safe and respectful community.



## Key Responsibilities

- Be present on-site during evenings and overnight hours (max 8 nights off per month).
- Monitor resident activities and respond to nighttime/weekend emergencies.
- Enforce house rules and conduct weekly room inspections.
- Perform monthly drug tests on all residents.
- Serve as a liaison between residents and staff.
- Oversee facility maintenance and supply needs.
- Assist with resident intake and exit processes.
- Maintain records (activity logs, inspection sheets, written warnings).
- Provide transportation during evenings/weekends as needed.
- Lead monthly house meetings and attend bi-weekly staff meetings.
- Build positive relationships with residents and model healthy living.



## Qualifications

- Minimum age: 25 years
- Valid driver's license
- CPR certification and Act 33/34 clearances

- Commitment to a drug- and alcohol-free environment
- Strong interpersonal and organizational skills

## Compensation & Benefits

- **\$500 monthly stipend**, paid bi-weekly
- **2-bedroom apartment**
- **Free housing and utilities**, including heat, electric, water, basic cable, and internet (valued at approx. **\$30,000 annually**)
- Flexibility in schedule and leadership style
- Education and training in social services and ministry
- Opportunity to maintain additional employment
- Cell phone reimbursement
- Mileage reimbursement

## Role Composition

- **70% Relational** – Building trust and community
- **15% Security** – Ensuring safety and rule compliance
- **15% Janitorial** – Maintaining a clean and functional environment

## Why Join Us?

This is more than a job—it's a calling. You'll be part of a compassionate team dedicated to transforming lives through transitional housing and holistic support.