



205 holton avenue south --- hamilton, ontario --- L8M 2L8

www.micahhouse.ca --- 905-296-4387

Job Description: House Manager

Micah House welcomes newly arrived refugee claimants to Hamilton with God's love by providing safe shelter, settlement assistance and creating passages into the community.

Role Objective: To oversee the safe and smooth operation of Micah House during the evening, overnight and weekend hours. The House Manager helps to build community within Micah House and helps to provide social, practical and emergency assistance to Micah House guests.

Compensation: Room and board (private unit with kitchen and bathroom, internet and utilities included)

Start date: as soon as possible

Reports to: Executive Director

Time Commitment: Minimum of one year commitment, with opportunity to extend.

This is a live in position that is open to an individual or a couple. The primary hours of responsibility are from 6:00 p.m. to 8:00 a.m. Monday to Friday, with some flexibility. The House Manager is expected to maintain a presence on weekends, being available to guests, with time off as approved. *Note: The House Manager is not required to remain awake overnight and is able to hold a job or go to school during the day.*

Qualifications:

- Commitment to upholding the organizational mission, values and statement of faith
- Excellent people skills
- The ability to practice patience with a non-judgmental attitude
- Willingness to assist with daily household tasks as needed
- Demonstrated cultural sensitivity and experience working within a culturally diverse environment
- Experience with conflict management and mediation, an asset but not required
- Excellent communication skills with cultural sensitivity
- Communication abilities in a second language (French or Spanish) are an asset but not required

Key Responsibilities:

- Supervise the smooth running of the house overnight and weekends to ensure that residents are safe and the house is kept in order
- Participate in and build community at the house
- Welcome and orient newly arrived guests as required
- Coordinate volunteer Meal Host program
- Welcome evening volunteers
- Participate in and coordinate house chores
- Complete evening checklist and lock up house at specified time

do justice - love mercy - walk humbly with God



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- Maintain regular communication with Micah House staff team
- Report any necessary house repairs or incidents to Executive Director

NOTE: there is room for flexibility and the House Manager may perform other related duties as discussed to meet interests of House Manager and needs of the organization

Interested applicants can contact Stephanie Schreuders, Executive Director with questions or send their cover letter and resume to: info@micahhouse.ca

Job posting will stay open until position is filled