



Job Description

Position: **House Manager –Per Diem**
Program/Department: Transitional Living Community (TLC)
Reports to: Program Director
Work Location: 116 Williams Avenue
Hours: Per-diem 4pm – 12am and 12am-8am

Position Summary:

BCS's Transitional Living Community (TLC), a 40-bed section of the Brooklyn Women's Shelter in East New York, Brooklyn, was established in 1989. TLC provides homeless, low-income, mentally ill women with temporary shelter and assistance to secure permanent housing. TLC recruits its clients primarily from the assessment unit of the Brooklyn Women's Shelter. Staff conducts comprehensive assessments to identify women with severe and persistent mental illness, many also having serious personal, social, medical and economic problems. A principal feature of the TLC program is the "milieu treatment" in which women are helped to practice the skills they will need to live successfully outside the shelter system, including pre-vocational preparation.

Responsibilities:

- Provide program coverage and attend to individual client needs during scheduled shift
- Assist all clients with self-administered medication by providing access to all prescribed medication at appropriate times, encouraging correct use of medication, logging medication taken and assuring proper storage in a locked area.
- Provide light food to clients if needed with medication, in accordance with DOHMH Food Standards
- Document all activities in a logbook and medication logbook for issues requiring intervention and alert appropriate staff
- Assist with facilitating admissions as needed
- Work with HELP Women's Center to ensure TLC bed sign-in sheets are appropriately completed
- Interact with clients in a therapeutic manner and attend to their needs and requests according to program policies
- Assist with oversight of laundry room schedule and assisting clients in learning the proper use of laundry facilities
- Collect new clients demographics information in the evenings
- Other tasks as may be required

Qualifications Required:

- High school diploma and one-year experience working with homeless and/or mentally disabled populations preferred.
- Previous experience working in residential direct care helpful.

How to apply:

[Click here to apply to the House Manager role](#)