



VETERANS FUND OF THE UNITED STATES.SD

HCR 30, Box 9, Promise Road

Mobridge, SD 57601

Phone: 1-800-843-8626 -- 605-733-2656

Fax: 570-603-9741

E-mail: info@vfus.us



House Manager's Job Description

ALL HOUSE MANAGERS ARE REQUIRED TO BE ON PREMISES OR AVAILABLE 24 HOURS A DAY 7 DAYS A WEEK

- **Arrival of New Resident** – Review House Rules & Regulations
 - Obtain List of Medications
 - Obtain Emergency Contacts
 - Assign Weekly Chore
 - Assign Laundry Time & Date
 - Assign a room
 - Sign in Admission Book
 - Introduce new resident to household
- All resident's information is CONFIDENTIAL and will be kept under lock and key.
- **Weekly Updates** – Each Monday morning the H/M will call the main office (1-800-843-8626) with the following information:
 - Whether all residents have returned home
 - Number of empty beds (if any)
 - Any repairs that may be needed
 - Any incidents or discharges (in writing)
 - Whether a resident has been admitted or discharged from a hospital
- **Weekly House Meetings (Mandatory Attendance)**

Each residence will hold a weekly house meeting attended by all residents. At the weekly meeting, the following forms will be completed: Weekly Menu, Weekly Chore List and Weekend Pass Requests
- **Incident and Discharge Forms** – Discharge forms will be completed by the house manager for every resident that leaves the program. When it becomes necessary to discharge a resident for infractions of the rules the house manager will complete an incident and discharge form, notify the Director of Housing and fax the report to Main Office. Failure of any resident to return home must be reported to the Dir. of Housing and Office immediately.



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- **Repairs:** All repairs needed to the residence are to be reported on a Repair Form, faxed to the main office ASAP. If repairs are not done within 5 business days, contact the office with date of fax and report repairs not made
 - **Monthly Updates** – Within the first week of each month, YOU MUST complete the community based Residential Recovery Program form for each resident who lived in the house that month. Also update all pending appointments form. (See attached)
 - **Form S** – to be completed at the same time a Resident receives his key.
 - **Fire Drills** – Each house manager must schedule and perform a monthly fire drill. After each drill you must complete a fire drill report and fax (570-603-9741) the report to the main office. The house manager must keep a copy at the house. (See attached fire drill report)

Procedure -

Announce the fire drill

Take daily log book

Take current floor plan

Assign a governor to check all rooms.

Once a room is checked the door should be closed

Create a scenario, i.e. oil fire in kitchen. Enter time fire drill began and ended.

Each month alternate time of day, i.e., morning, evening and night.

There must be 4 daytime, 4 evening and 4 nights per year

Follow Up -

Inspect all fire extinguishers & date card

Inspect smoke & carbon monoxide units

Inspect First Aid Kit

Enter all information on fire drill report

- **Admission & Discharge Book** – Each resident, upon moving in, must sign and date the Residents Admission Book. When a resident leaves or is discharged, he must sign and date with moving out date. On the 1st of each month, you will bring or fax the Admission and Discharge Book/pages to the Head Office for review by VFUS personnel.
- **Daily Sign In/Out Log** – Each resident must sign in and out every time they leave the house. It is the House Manager's responsibility to ensure that each resident signs the log.



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- **Floor Plan** – The house manager must have a current floor plan, indicating each resident in each room
 - **90/90 Contract** – When a resident is placed on a 90/90 contract by UVBH, it will be the responsibility of the House Manager to enforce the terms of the contract.
 - **Governors** – Each House Manager may appoint either a permanent and/or rotating governor
 - **Department of Social Services:** All new residents that have no income must go to DSS the next business week. All paperwork will be completed at the main office. The resident will return from DSS with a guarantee letter. Please fax to 1-800-843-8626 and give the original to main office

Pre Paid Credit Cards and Food Stamps if applicable:

- All residents receiving food stamps will be assigned a pick up date from DSS. H/M must have the pick up date.
- The first time a resident goes to DSS, they will receive one month's worth of Food Stamps. They will not receive food stamps again until case is opened.
- Pre Paid Credit Card account and minus the residents that are receiving food stamps. In addition, minus for each resident that you are taking back food stamps for. If applicable.

ALL HOUSE MANAGERS MUST:

- HAVE AT LEAST TWELVE (12) MONTHS SOBRIETY AND DRUG FREE
- FOLLOW AND ENFORCE ALL RULES OF THE HOUSE
- LEAD BY EXAMPLE
- WORK!