Casa Esperanza

Position Description

February 2025

**FACILITY MANAGER**

**Mission Statement:** To provide homeless women and children in the Bakersfield area with innovative and holistic services in a sustainable model that supports their transition to permanent housing and stable employment.

**Program Guidelines:** The defining objective for Casa Esperanza is to honor the inherent dignity and personal worth of the home’s resident women and children. Recognizing that a positive self-image and sense of worth in dealing with diversity and adversity reflects the dignity of its participants.

The program at Casa Esperanza facilitates an awareness of the participants’ abilities. It helps them acquire the job readiness skills necessary for employment with a sustainable wage and accompanying benefits. The goal is to equip participants to be accountable for taking their place as contributing members of society, which significantly adds to the participant’s dignity and self-worth.

**Position Summary:** This is a part-time position reporting to the Executive Director. Hours are typically weekdays with 4-5 hours per day, and is subject to change as needed. Hours will be 20 - 24 hours per week. The hourly rate range is $18 to $20. This position is, not eligible for Benefits.

The House and Clerical Assistant, to both the Program Manager and Executive Director, is responsible for coordinating all maintenance and operations of the house, clerical activities related to information and referral for the general public, meal planning and preparation, maintenance, and general bookkeeping related to purchases, programming and house needs.

**Position Duties and Expectations:**

* Perform administrative duties such as data entry into a computer, general clerical, and bookkeeping activities related to the organization's needs.
* Order office and house supplies and monitor their distribution and usage for the house or by the residents.
* Assign house chores to residents, documenting and ensuring completion and accuracy of the chores performed.
* Plan and prepare nutritious dinner meals for 16 to 20 people; order or purchase groceries; arrange for reimbursement for approved grocery purchases made by residents.
* Oversee maintenance and repair needs of the facility, including structural, appliances and furnishings. Obtain required estimates from vendors, and track the cost of such maintenance or repairs.
* Ensure facility cleanliness, safety and compliance with OSHA standards are met.
* Oversee maintenance of vehicles.
* Answer telephone calls and provide information and referrals to the general public; and record those interactions.
* Foster open and supportive communication with residents, members of the community, and other agencies.
* Communicate participants’ issues and needs to the Program Manager and other key personnel as needed.
* Attend community, staff, or participant meetings as needed.
* Collaborate with the Executive Director and Program Manager on procedures for emergency evacuations.
* Conduct Emergency drills with all participants and staff, including weekend staff.
* Perform additional duties as directed by Executive Director or Program Manager.
* Maintain objectivity and strict confidentiality.

Minimum Qualifications: A high school diploma is required; An Associate of Arts degree or Bachelor’s degree is preferred, or equivalent combination of training experience; a minimum of one year of experience working with diverse populations; experience in a community residential setting is preferred. Must have a valid California driver’s license and have a clean DMV record.

Required Skills and Abilities:

* Ability to operate a personal computer and printer, with working knowledge of general computer programs.
* Ability to operate a motor vehicle.
* Ability to function independently, or with minimum supervision.
* Ability to use reasonable judgment and critical thinking skills in decision-making.
* Ability to communicate expertly and with ease, both orally and in writing (in English), which is required for ongoing communication with residents, agency personnel, and community agencies.
* Ability to communicate in Spanish is desirable.
* While performing duties to assist the Program Manager or residents and their children, this position requires:
	+ Ability to frequently stand, walk, sit, and ascend stairs.
	+ Ability to reach with hands and arms, to balance, stoop, or kneel.
	+ Ability to occasionally lift and/or move up to twenty-five pounds.
	+ Ability to see up close and at a distance, with peripheral acuity and depth perception.
* Reasonable accommodation to enable an individual with a disability to perform the job’s essential functions may be made upon request.