



Island Autism is seeking an organized, dependable, and caring Residential House Manager to oversee the day-to-day operation of a home for adults with intellectual and developmental disabilities (IDD).

The House Manager is responsible for making sure the home is safe, organized, well maintained, and running smoothly. A major part of this position is developing and maintaining household systems so that important tasks, appointments, maintenance, supplies, and other responsibilities are consistently tracked and completed.

The House Manager also provides guidance to Residential Direct Support Professionals (DSPs) and helps ensure individuals receive consistent, person-centered support in their home.

Primary Responsibilities

Household Systems & Organization

The House Manager is responsible for establishing and maintaining systems for the day-to-day operation of the home, including:

- Maintaining household calendars, schedules, and checklists
- Keeping track of recurring household responsibilities
- Creating systems so staff know what needs to be completed each day, week, month, and year
- Maintaining organized household records and binders
- Monitoring groceries, household supplies, and other necessities
- Coordinating grocery shopping and household purchasing
- Helping maintain meal planning and household routines
- Ensuring important household information is clearly communicated between staff
- Regularly reviewing household systems and improving them when needed

Home Maintenance

The House Manager will take the lead in tracking the physical condition and maintenance needs of the home.

Responsibilities include:

- Conducting routine checks of the home and identifying maintenance or repair needs
- Maintaining a household maintenance schedule
- Tracking routine services and preventative maintenance
- Reporting and coordinating repairs with appropriate vendors or Island Autism leadership
- Following up to make sure repairs are completed
- Maintaining records of completed maintenance and service
- Keeping track of seasonal household needs
- Ensuring smoke detectors, fire extinguishers, emergency supplies, and other safety equipment are checked as required
- Identifying potential safety concerns and addressing them promptly

The House Manager is not expected to personally perform major repairs, but is responsible for making sure maintenance needs are identified, communicated, scheduled, and followed through to completion.

Household Tracking

The House Manager will maintain systems for tracking:

- Heating and HVAC service
- Plumbing and electrical needs
- Generator service, if applicable
- Fire and safety equipment
- Pest control
- Appliance maintenance and repairs
- Septic/service needs, if applicable
- Landscaping and seasonal property needs
- Snow and ice management
- Household inspections
- Cleaning schedules
- Household supplies
- Vehicle maintenance and inspections
- Registration and insurance renewals
- Other recurring household services

Medical, Dental & Appointment Coordination

- Maintain an organized calendar of medical, dental, and other important appointments
- Help ensure routine appointments are scheduled when due
- Coordinate transportation and staff coverage for appointments
- Make sure appropriate paperwork and information are available for appointments
- Track recommended follow-up appointments
- Communicate appointment information to appropriate staff and supervisors
- Coordinate with nursing or other healthcare supports as appropriate

Staff Coordination

- Provide day-to-day guidance and support to Residential DSPs
- Help staff understand household routines and responsibilities
- Maintain clear shift expectations and household checklists
- Monitor completion of household responsibilities
- Communicate staffing or performance concerns to the Residential Program Director
- Help orient and train new staff to the home
- Promote consistent communication between shifts
- Participate in staff meetings and trainings

Individual Support

- Help ensure individuals receive respectful, person-centered support
- Promote independence and participation in household routines
- Ensure staff understand individuals' ISPs, goals, preferences, and support needs
- Support individuals in making choices about their home and daily lives
- Assist with morning and evening routines, meals, community activities, appointments, household responsibilities, and daily living as needed
- Maintain appropriate professional boundaries

Health, Safety & Emergency Preparedness

- Help maintain a safe and healthy home environment
- Ensure emergency information and household emergency supplies are current and accessible
- Monitor completion of required safety checks
- Ensure staff understand individual supervision and safety requirements
- Report health and safety concerns promptly
- Follow Island Autism and DDS policies and procedures
- Assist with incident documentation and follow-up as needed

Documentation & Communication

- Maintain accurate and organized household records
- Keep household calendars, maintenance logs, appointment trackers, and other systems current
- Communicate significant concerns to the Residential Program Director
- Ensure important information is communicated between shifts
- Maintain confidentiality
- Participate in residential team meetings

Qualifications

- Strong organizational and follow-through skills
- Experience managing a household, residential program, property, or similar environment preferred
- Experience supporting adults with intellectual or developmental disabilities preferred
- Ability to create and maintain practical organizational systems
- Comfortable coordinating appointments, vendors, maintenance, and household services
- Strong communication and problem-solving skills
- Ability to supervise and provide guidance to staff
- Dependable and able to manage multiple responsibilities
- Basic computer and record-keeping skills
- Valid driver's license and safe driving record
- Ability to pass required background checks
- Ability to complete required DDS and Island Autism trainings

Schedule

This is a full-time position structured primarily around morning and evening hours, when individuals are most likely to be home and household support needs are highest.

The House Manager should generally be available to provide leadership and oversight during:

- Morning routines, including preparation for work, day programs, appointments, and other daily activities
- Afternoon/evening routines, including individuals returning home, meal preparation, household responsibilities, activities, and preparation for the following day

The schedule may include a combination of morning and evening hours rather than a traditional 9:00 AM–5:00 PM schedule. Some daytime administrative hours may also be necessary for appointments, household management, vendor coordination, meetings, and other responsibilities.

Some weekend coverage and participation in an on-call rotation may also be required.

Key Expectations

The House Manager should always have a clear understanding of:

- What needs to be done
- When it needs to be done
- Who is responsible for doing it
- Whether it has been completed
- What needs follow-up

The goal of this position is to ensure that important household responsibilities do not fall through the cracks and that the home remains safe, organized, comfortable, and well maintained.