



Healing Home HOUSE MANAGER: Job Description

JOB TITLE: Healing Home House Manager

ORGANIZATION

Inside Circle (IC) is a nonprofit organization that builds transformative environments for system-impacted youth and adults to heal, find purpose, and build meaningful lives of service.

POSITION OVERVIEW

The House Manager is responsible for the daily operations of Inside Circle's reentry Healing Home, a transitional housing program serving up to 11 returning citizens. The primary goal of this role is to maintain a safe, structured, and sober environment that supports licensees as they rebuild their lives and reintegrate into the community. House Managers serve as facilities managers, supervisors, and mentors.

This role requires living onsite at the facility and flexibility to work outside of scheduled hours, sometimes with little or no advance notice to ensure house safety and policy enforcement. Because this is an all-male facility, and the position requires a shared bedroom, we are only considering male applicants as a Bona Fide Occupational Requirement. Eight hour shifts are broken into alternating four-hour blocks (*7am-11am; 11am-3pm; 3pm-7pm; 7pm-11pm*) with the other House Manager to ensure robust presence and availability. Similarly, the two House Managers will coordinate their two days off/week to ensure coverage (eg: Tues-Sat; Sun-Thurs).

The position reports to the Programs Director, Aaron Burris, and works closely and collaboratively with the Case Manager.* This is a live-on-site position.

ORGANIZATION CULTURE

Inside Circle is a grassroots organization led by those most impacted by the work we do. It's an all-in environment: the team is dedicated to the work and is highly supportive of each other. This collaborative ecosystem requires a professional who can maintain strict professional boundaries while operating within a family atmosphere of high-stakes support.

SPECIFIC RESPONSIBILITIES

This position is hands-on. There is some gardening, handiwork, and building maintenance required as well as direct work with clients.



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Specific duties under these areas include but are not limited to:

Resident Supervision and Safety

- Ongoing Oversight: Maintain a structured environment through on-site presence and staggered shifts with the other House Manager.
- Accountability Checks: Conduct nightly headcounts and curfew checks.
- Security Inspections: Perform regular home checks to ensure doors/windows are secure and safety equipment (e.g., fire extinguishers) is functional.
- Conflict Resolution: Intervene in licensee conflicts or rule violations using de-escalation techniques.
- Emergency Response: Respond to medical, fire, or security emergencies according to established protocols and notify the chain of command.

Policy Enforcement and Monitoring

- Substance Testing: Administer random and for-cause drug and alcohol tests; manage immediate discharge procedures for positive results.
- Visitor Management: Approve and monitor visitors according to the strict visitation policy.
- Activity Logs: Maintain a daily logbook of significant events, maintenance needs, and licensee issues.
- Accountability Tracking: Manage sign-in/sign-out logs to track licensee movement.

Daily Operations and Facilities Management

- Chore Supervision: Assign and inspect daily/weekly housekeeping tasks to maintain home cleanliness.
- Facilities Maintenance: Perform minor upkeep (including landscaping) and promptly request and supervise repairs for larger building issues.
 - Develop and monitor, and abide by an annual maintenance plan
- Supplies: Issue initial supplies (bedding, hygiene kits) and access codes to new licensees.
 - Ensure supplies are properly stocked.
- Room Inspections: Conduct weekly announced inspections for cleanliness and contraband.



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Mentoring and Case Coordination

- Rapport Building: Act as a mentor and provide informal counseling for day-to-day concerns.
- Program Support: Guide peer mentors in the Facilitator Track and sit in on life-skills workshops.
- Team Collaboration: Communicate daily with the Case Manager regarding licensee progress and attend weekly staff meetings.

QUALIFICATIONS / ESSENTIAL SKILLS & ABILITIES

- Ability to build positive rapport while maintaining firm professional boundaries.
- Proficiency in de-escalation and peaceful conflict resolution.
- A strong personal code of ethics, integrity, and commitment to the mission of Inside Circle.
- Comfort working in a 24/7 operational environment with on-call responsibilities.
- Previous experience in residential supervision, reentry services, or sober living environments a plus.
- Physical ability to walkthrough entire multi-unit property
- Comfortable living alongside formerly incarcerated individuals.
- CPR/First Aid certification
- Background check and valid drivers license
- This is a sober living facility. It is expected that all staff living on-site will maintain a sober lifestyle while in this position.

COMPENSATION

This is a full-time in-person position in Sacramento. Salary is \$50,000 annually plus housing. Housing is provided as part of the position, as well as full access to the grounds and on-site bicycles. Housing provided is a shared bedroom (shared with the other House Manager) with an en suite bath in the house with living room and kitchen. Benefits include generous holiday/vacation policies, 401K matching.

TIMELINE

Please submit cover letter and resume to info@insidecircle.org by June 30, 2026. Interviews will be scheduled July 1-15 with an estimated August 3, 2026 start.



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** While their duties are distinct, the Case Manager and the House Managers operate as a unified team. House Managers handle immediate, day-to-day security and operational decisions, while the Case Manager takes the lead on service planning and clinical decisions. Both roles collaborate continuously, attending weekly staff meetings to discuss case updates, intake planning, and disciplinary actions. To maintain strict organizational accountability, both the House Managers and the Case Manager report directly to the Program Director or designated executive leadership.*

The House Managers report to the Program Director specifically regarding facility operations and any incidents that occur on the property. In the day-to-day functioning of the home, the House Managers are fully empowered to take the lead on making immediate decisions, particularly those concerning the immediate safety and security of the facility. Conversely, the Case Manager reports to the Program Director regarding all clinical and case-related matters. This role takes the definitive lead on all decisions related to individualized service planning for our program participants. Despite these delineated domains, our operational model mandates that the House Managers and the Case Manager operate cohesively as a unified team and communicate frequently to ensure that our clinical goals and operational standards are seamlessly integrated.