

CARING HOUSE

WEEKEND MANAGER



Position

Title: Evening Manager
Reports to: Executive Director
Job Status: Part-time, non-exempt
Date Revised: October 2024

Overview

Caring House provides patients at Duke Cancer Institute with peace of mind by providing affordable housing, a healing environment, and a positive and supportive community

Caring House

Caring House provides lodging for 18 adult patients receiving long-term cancer treatment at the Duke Cancer Institute. Patients may have one or two caregivers stay with them during the course of their treatment with an average length of stay being 4 weeks. In addition to comfortable accommodations, Caring House also offers a “home away from home” environment for healing. The community that grows among the guests provides a source of support, compassion, acceptance, hope and comfort.

Hours

Evening Managers work 5pm-9pm. This position will be for Thursdays 5pm-9pm. There are opportunities for additional shifts and weekend coverage if interested.

Responsibilities

1. Provide administrative support including greeting guests, answering phone calls and directing callers to appropriate personnel.
2. Register guests, give house tour, check out guests, and maintain registration system accuracy.
3. Unless you are performing other duties about the facility or assisting a guest, please remain stationed at front entrance desk with Director of Operations door closed to the public.
4. In case of death of patient, coordinate with hospital and staff member on call to provide necessary support for guests.
5. Uphold and enforce house rules and policies.
6. Work with and maintain good relations with volunteers and assist nightly meal volunteers as necessary.
7. Report need for house repairs to Director of Operations via maintenance request binder.
8. If you receive a donated item, please fill out a yellow form (on a clip board at the front desk) and place the completed form in the box on the Director of Development's office.
9. Maintain in strict confidence all conversations and information regarding families.
10. Notify Executive Director and Director of Operations of any accidents, problems or unusual happenings via incident report form.
11. Maintain cleanliness of Caring House during weekend shift (empty kitchen garbage cans, wipe down kitchen counters, empty dishwashers, sweep or vacuum common areas, etc.)
12. Record hours worked daily.

NO EMPLOYEE BENEFITS

Anti-Discrimination Policy and Commitment to Diversity

Caring House is committed to maximizing the diversity of our organization as we want to engage all those who can contribute to our mission.