



**TSOW-TUN LE LUM SOCIETY**  
**HELPING HOUSE**

Mailing Address: PO Box 308 Stn Main, Duncan, BC V9L 3X5.

Address: 2850 Miller Rd, Duncan V9L 6V6.

Phone: **250-390-3123** Fax: **250-390-3119**

[www.tsowtunlelum.org](http://www.tsowtunlelum.org)

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**Job Title:** House Manager

**This position reports to:** the Executive Director

**1. Job Overview:**

- a) Manage the Healing House and surrounding grounds
- b) Work with maintenance to ensure all grounds are kept tidy and in good order (includes parking lots, Spiritual Pond and Sweat Grounds)
- c) Schedule support staff according to CAC guidelines and House needs
- d) Ensure daily that House is clean and supplies are ordered as needed
- e) Set and review all House chores
- f) Work co-operatively as a member of the team

**2. Key Responsibilities:**

- a) Managing the building and grounds of the Treatment Centre
- b) Supervision/scheduling of staff that are your responsibility
- c) Supervision of client chores/responsibilities and driving clients to appointments
- d) Overseeing the maintenance and safety of the building and grounds
- e) Other duties as required

**3. Minimum Training/Experience Requirements:**

- a) Grade 12 or equivalent
- b) Familiarity with the Microsoft Office Suite
- c) Minimum of 3 years abstinence from alcohol and mind-altering drugs; Role model and maintain an abstinent lifestyle.
- d) Knowledge of First Nations culture and traditions
- e) Knowledge of substance use/trauma and on-site programming
- f) Ability to manage potentially high risk situations
- g) Knowledge and experience in general housekeeping and maintenance
- h) Class 4 Driver's License
- i) WHMIS and other training such as Food Safe

**4. Desired Additional Training/Experience Qualifications:**

- a) Ability to supervise and direct the activities of staff efficiently and effectively
- b) Ability to deal effectively with crisis/emergency situations
- c) Flexibility to assume different roles under different circumstances; ability to wear several hats
- d) Willingness to respect and accept others and the ability to delegate effectively
- e) Ability to manage stress effectively
- f) Be able to work independently/without direct supervision



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g) Assertiveness, priority setting and decision-making abilities

Submit **Cover Letter** and **Resume** to:

**Hiring Committee,**

**Tsow-Tun Le Lum Society**

Email: [antonina.skliarenko@ttlsls.org](mailto:antonina.skliarenko@ttlsls.org)

PO Box 308 Stn Main

2850 Miller Rd,

Duncan, BC V9L 3X5

**PLEASE INCLUDE IN YOUR COVER LETTER:**

1. The Length of time you've been abstinent from alcohol (include social drinking) and drugs, including Marijuana and all Cannabis products.
2. Your **Indigenous ancestry**.