House Manager – Female Sober Living

**Our mission**:

*“To ensure each person has every opportunity to live, learn and recover from substance use disorders with access to prevention, intervention, rehabilitation and employment”.*

# **Job Summary:**

The Recovery Residence Manager works with women seeking recovery from the time they apply for entry into the program to program completion, or transition to housing in the community.

The Recovery Residence House Manager is a full-time, live-in professional with the responsibility of managing and coordinating the Recovery Residence. This includes duties related to administration, housekeeping, and daily living. This position works directly with women in early recovery, providing structure and support to women seeking to establish stable long-term recovery from a substance use disorder.

# **Supervisory Responsibilities:**

* Female residents in recovery.

## Duties/Responsibilities:

* All resident entry and exiting procedures.
* Works directly with the Executive Director
* Knowledge of or willing to learn intake and assessment procedure.
* Engage all residents in conversations and group activities that are edifying and stimulating.
* Assign household chores to residents and follow up.
* Monitor client’s rooms for cleanliness.
* Ensure that clients have the items that they need (i.e. linen, hygiene products, clean clothes, etc.).
* Ensure that all residents are properly respecting and maintaining common areas (esp. kitchen, living room, game room).
* Monitor that residents are following house rules including curfew/lights out hours.
* Observe and report any unusual behaviors or potential areas of conflict between residents.
* Monitor proper use and functioning of appliances and other household equipment.
* Observe any unusual activities that may pose a safety or nuisance issue for the clients or neighbors.
* Maintain inventory of all household supplies (i.e. cleaning supplies, cooking utensils, furniture, household keys etc).
* Prepare bedrooms for all new residents entering into Homes (i.e. clean linens, dresser drawers, bedroom cleanliness etc).
* Review Program requirements and House Rules with all new residents and ensure client compliance with house rules & requirements.
* Perform urine tests for drug and alcohol.
* Facilitate House Meetings, Community Meetings and a weekend Wrap Up or Life Skills Groups
* Welcome and introduce new clients to all existing residents.
* Assist in monitoring AAWI/Cory’s Place property to protect from damage and/or theft.
* Communicate in a culturally sensitive manner as our client population is diverse.
* The Recovery Residence Manager works as part of a team and receives regular non-clinical supervision
* Requires maintaining a visible presence in the Recovery Residence, including being present in the residence at night.
* Perform other duties as assigned.

## Required Skills/Abilities:

* Must have 1 or more years of sustained recovery from a substance use disorder.
* Must be able to live in a shared living situation with other women.
* Working knowledge of addiction, mental illness, and homelessness.
* Must have minor house maintenance/repair skills.
* Basic computer and keyboarding skills (i.e. Microsoft Word, Excel).
* Good verbal and written communication skills.
* Experience with sober living housing programs.
* Must have or be willing to obtain knowledge of community resources, including State, Federal, and Local.

## Education and Experience:

* High school diploma or GED.
* Basic First Aid, CPF, Mental Health First Aid, and drug testing procedures, or the willingness to obtain training.
* Willingness to obtain Maine Peer Supporter training
* Valid driver's license and own transport.
* A clear drug test and no involvement with substances.
* Highly compassionate and attentive to detail.
* Good knowledge of recovery resources such as the 12 step program and community support groups.
* The ability to be on call for emergencies and work on weekends and public holidays.

## Physical Requirements:

* Prolonged periods sitting at a desk and working on a computer.
* Must be able to lift up to 15 pounds at times.
* Some walking.
* Standing.
* Bending.
* Accessing transportation and driving a government car or van.

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Incumbent’s Printed Name

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Incumbent’s Signature Date