

**Position:** Residential Coordinator

**Location:** Men's/Elyria, 158 Irondale Street, Elyria, OH 44035

**Status:** Full-time (40 hrs/week, hourly)

**Schedule:** Full-time, includes every other weekend, 3:30 pm – 12:00 am (Midnight)

**Reports To:** Program Director

### **About the Role:**

At Road to Hope, we believe recovery is possible for everyone. Our Resident Coordinators play an essential role in creating safe, supportive, and structured recovery environments where individuals can rebuild their lives and thrive. As a Resident Coordinator in our Men's program, you will work closely with the Program Director and House Managers to provide compassionate, recovery-focused support to residents living with substance use disorders. This position is ideal for someone who is passionate about helping others, values the power of recovery, and wants to make a meaningful difference in their community.

### **Key Responsibilities:**

- Build supportive, trusting relationships with residents and provide encouragement in their recovery journey.
- Check in with residents daily and provide additional support as needed.
- Meet with residents regularly to review and support their individualized recovery plans.
- Monitor for potential warning signs or challenges in recovery and connect residents with appropriate resources and support.
- Welcome and orient new residents, ensuring they understand house policies and expectations.
- Help maintain a safe, healthy, and substance-free living environment.
- Conduct routine safety checks, including monitoring smoke detectors, fire extinguishers, and potential hazards within the home.
- Model healthy recovery principles, positive communication, and prosocial behaviors.
- Advocate for resident self-determination, informed choice, and independence through trauma-informed and culturally responsive care.

### **Qualifications:**

- Preferred lived experience in recovery or experience working with individuals with substance use disorders.
- Passion for helping individuals in recovery and supporting personal growth.
- Strong leadership, communication, and conflict-resolution skills.
- Ability to work effectively with people from diverse social, cultural, economic, and educational backgrounds.
- Dependable, compassionate, and able to maintain professional boundaries.
- Valid driver's license and reliable transportation required.
- Ability to work flexible schedules, including evenings, overnights, weekends, and holidays.

**Why Join Us:**

At Road to Hope, you'll become part of a team dedicated to changing lives and strengthening our communities through recovery. We offer meaningful work, supportive leadership, and the opportunity to make a lasting impact every day. If you are passionate about recovery and helping others find hope, we encourage you to apply today.

**To Apply:**

Candidates should visit [www.road-to-hope.org](http://www.road-to-hope.org) to submit your completed employment application and resume. Due to the volume of applications received, candidates who do not submit an application and/or resume may not be considered.

*Internal candidates do not need to complete an application.*