

Gracious Homes, Inc. Sober Living and Transitional Housing Program

Have you, your dreams, or someone you love been affected by a Substance Use Disorder (SUD)? Perhaps you know the negative consequences of a life overrun by these substances whether it be opioids, alcohol, or other illicit drugs the devastating effects of any addiction are damaging. If you would like to use your knowledge and experiences to help women in recovery continue on their journey of healing while maintaining sobriety, then Gracious Homes, Inc. is the place for you!

**Women’s Peer Support & Residential Monitor**

Organization: Gracious Homes, Inc. - Sober Living and Transitional Housing Program

Location: Gracious Homes Sober Living Sites

Salary/Wage: $14.00 - $17.00

Status: Exempt FTE and PTE position/flexible shifts

Job Category: Behavioral Health

Work Experience: 1+ years, 2+ recovery from substance use

Education Level: High School or equivalent or higher degree. Training in Recovery Coaching.

**Mission:** To provide long-term residential placement and direct support services in an environment that fosters and sustains self-sufficiency for homeless women recovering from dysfunctional behaviors and substance use disorders.

**Position Purpose/Summary**

This role combines peer and residential monitoring skills, and any other duties needed to help drive our **Vision**, fulfill our **Mission**, and abide by our **Organizational Values**, in order to help women heal from dysfunctional behaviors. The Peer Support Monitor (PSM) will serve as a role model, mentor, advocate, and motivator to individuals engaged in the Sober Living Program and is responsible for both the safety and confidentiality of the residents and the facility. In conjunction with the Case Manager, the PSM will support residents in need of additional care services to aid in their recovery such as assisting with day-to-day operations, scheduling, perform outreach within the community, home management, and educating community partners about the benefits of the Medicated Assisted Treatment (MAT) program at GHI. (Training provided)

**Essential Functions/Responsibilities:**

* All essential job functions take place in the office or facility during specified working hours.
* Assist with admission of residents into the facility i.e., distribution of linens, personal hygiene items, and maintain facilities inventory.
* Inform residents, participants, and visitors of house rules. Conduct random bed checks and parameters of the home. Ensure that the residents’ rooms are neat and clean, free of obstacles, and other safety hazards in accordance with the Bedroom Check Chart. Search bedrooms randomly on suspicion of rule violations (i.e., drugs, alcohol, stolen items, and unapproved visitors).
* Observe resident self-administration of medications when needed and document all transactions.
* Document and report incidents, behavior, end of shift activities, resident log, progress notes, service logs, etc. and other client-level data entry systems such as Homeless Management Information System (HMIS).
* Notify the Executive Director or appropriate staff in a timely manner regarding rule violations. Recognize the need for assistance and or medical intervention and act quickly. Follow appropriate procedures in case of an emergency. **(If an outside agency is called, i.e., police, fire, etc. – immediately contact the Executive Director or assigned staff).** Respond promptly and appropriately to emergency situations, monitor residents for potential risk of suicide, depression, or illness. Regularly review policies and safety procedures by yourself and with residents.
* Facilitate and conduct scheduled times for house meetings, provide feedback to residents on house issues, monitor and assign chores, announce mail daily, messages, events etc. Model appropriate behaviors and group participation.
* Attend monthly monitoring training, workshops, and staff meetings.
* Answer phones in a courteous and professional manner. Take accurate and complete messages, relay messages to residents or staff in a prompt and accurate way.
* Light janitorial duties and all other related duties as assigned.
* Abide by HIPAA and CFR Part 2 guidelines.
* Participate in continuing education.

**Working Environment/Physical Activities**

Must be able to sit, walk for extended periods of time, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis. Must be able to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead. Individual must be able to lift up to 30 pounds. Must be able to travel within the community and neighboring communities. Requires sufficient near vision to be able to read documents and computer screens.

**Skills, Knowledge, and Abilities**

* Demonstrate self-direction and initiative in prioritizing, organizing, and completing job responsibilities.
* Ability to work under pressure in a fast-paced environment and familiar with crisis intervention techniques and conflict resolution skills.
* Ability to read, write, speak, and understand English; Spanish helpful not required.
* Efficient computer skills required as data tracking and input are vital pieces of our organization.
* Enthusiasm and experience working with the homeless, victims of domestic violence, substance use disorders and with diverse cultures in a non-judgmental manner.
* Willingness to share personal details about your own recovery to motivate and inspire residents when appropriate.

**Special Conditions**

Employees within this classification are required to have:

* Physical Examination and Tuberculosis (TB) test every two years
* First Aid and CPR requirements (will train)
* Valid driver’s license with a driving record in compliance with Gracious Homes insurance carrier requirements
* Reliable transportation with appropriate insurance coverage
* Must be able to pass a drug screen and criminal background check

PLEASE NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job nor is it intended to be an employment contract implied, or otherwise. Other duties may be assigned at the direction of the Executive Director (such tasks will never go outside the scope of your knowledge, training, and physical ability).

Gracious Homes does not discriminate based on race, color, national origin, religion, sex, age, height, weight, or disability in its application procedures, hiring practices, or with the respect to any terms, privileges, or conditions of employment.

Please send resume with cover letter to Gracious Homes, Inc., P. O. Box 977, Battle Creek, Michigan 49016, or email to: [gracioushomes1@aol.com](mailto:gracioushomes1@aol.com). NO TELEPHONE CALLS PLEASE.