



Agape Sober Homes, LLC

Agape Sober Homes, LLC Resident Agreement

This is a rental agreement between **Agape Sober Homes, LLC**, and new resident _____, for a 1 bed in our sober living community on this _____ day of _____, _____.

Primary Financial Resident Agreement

Resident: _____ Admission Date: _____

Email: _____ Phone Number: _____

Residence Address: _____

- House rent fees are **\$240.00_ (\$34.29 per day)** per week for a single room bed, and
- **\$220.00_ (\$31.43 per day)** per week for a 2 or more beds room

Fees include housing and utilities. Additional charges for excessive or additional utility costs may apply and will be prorated among residents. One rental invoice will be sent for each month.

I understand that there is a Deposit for Last 2 Week's of \$ _____ / _____ (initial here)

I understand that I can be refunded the Last Week's Deposit if:

1. There was no major rule violations.
2. With 7 days' notice prior to moving out.
3. There is no damage to the property.
4. With no outstanding balance owed.

I understand that I must pay 1 week ahead. Fees will be collected on or before 7:00PM each Friday

In acceptance of the FINANCIAL AGREEMENT with **Agape Sober Homes, LLC**. I agree that to qualify for **Agape Sober Homes, LLC**, I must adhere to the attached Rules and Regulations and make my scheduled payments when due. I further understand that failure to make payments when due may result in my dismissal from **Agape Sober Homes, LLC**. Any unpaid account balance at the time of moving out is subject to the cost of collections and lawyers' fees if required. Residents will be informed of payments from 3rd party payers for any fees paid on their behalf. Residents must take responsibility for their own and other residents' safety and health. Residents must understand that the length of stay at the house is "resident-driven".

All emergency contact information must be collected from residents.

PROMISE TO PAY ACCOUNT

I promise to settle all charges with **Agape Sober Homes, LLC**. All its charges rendered to me from admission to the day of moving out. I understand the refund policy and I understand that the total of such charges are due and payable according to this FINANCIAL AGREEMENT.

Resident Signature: _____ Date: _____

Managers signature: _____ *Suad Kantarevic* _____ Date: _____

Owner Signature: _____ *Suad Kantarevic* _____ Date: _____



Agape Sober Homes, LLC

Termination of Rental Agreement due to Non-Payment of the Rent

If rent is not paid appropriately and on time as stated above, a “termination of residency” shall be started after a period of (1) day late by issuing a written 14-day notice to vacate presented by hand, email and text message to the resident or copy left on the resident’s bed (if not physical present), and/or by sending a text message or an email to the resident by the **Agape Sober Homes, LLC Management**

Resident agrees to provide a 7 day notice to terminate rental agreement, by writing to Agape Sober Homes, LLC, by sending an email to AgapeSoberHomes@gmail.com or by text at 617-888-3581

Conduct

The Rental Agreement also may be terminated, if a Resident does not follow House Rules, displays conduct and/or behavior, temperament, disposition, or actions are violent, intimidating or threatening to the safety of other Residents, Resident’s property or that of **Agape Sober Homes, LLC** staff, owners, representatives, property or any vendors and their property.

Refund Policy

Any money due to be refunded to the Resident shall be returned in full no later than 10 days, unless the Resident is responsible for property damage, resident does not provide 2 weeks’ notice to vacate, or owes the back rent. A refund can be picked up by deciding to do so, bank transfer via Zelle, or it can be mailed by request to an address provided. **NO CASH REFUNDS**

Any rent that has been paid forward by the resident personally shall be returned to the resident within 10 days of their departing or termination of residency. **Any rent that has been paid forward by the third party on the behalf of the resident will be refunded directly to the third party.**

I, (Resident/print) _____ understand the Financial responsibilities of paying rent, the Refund Policy stated above and have read, agreed to and have been provided a copy of the House Rules and Policies & Procedures

Resident Signature: _____ Date: _____

Managers signature: _____ *Suad Kantarevic* _____ Date: _____

Owners signature: _____ *Suad Kantarevic* _____ Date: _____



Agape Sober Homes, LLC

House Rules

The Resident applicant must be at least 18 years old and suffer from an alcohol and/or drug abuse disorder.

Residents must be familiar with and always comply with House Rules.

- To be considered for admittance, prospective residents shall possess the following: **A desire to stay sober, the ability to get along with others, agree to abide by all house rules, a willingness to work on their recovery, and the ability to meet financial requirements.** All prospective residents will have an interview. Positive identification must be available. Verification of financial responsibility will be required, and you must also have a doctor.
- **The house must be a safe place to live:** Any Threatening, dangerous or Physical behavior, Yelling, cursing, disruptive behavior and or deliberate abuse to house property is prohibited. Respect others' property. **NO STEALING!** Any of these actions Will NOT BE TOLERATED and will be cause for immediate eviction and may result in legal proceedings. House mentor/staff/operator will always be respectful in manner of communication with residents.
- **Attitude and Behavior: A positive mental attitude is important. Residents with a continuously poor attitude toward other residents will be asked to leave.** Sleeping all day and watching TV all day will not be tolerated. Residents are expected to abide by any request made by management. Residents must not go into the private space of others without that person's permission. **DO NOT** leave the house unless fully dressed. **DO NOT hang around in front of the house.** Be considerate of our neighbors, roommates, and others with respect to such as noise while in the room, keeping lights off at night, and respect roommates' privacy.
- **House Management reserves the right to change or make reasonable additions to the house rules at any time.** House management also has the right to interpret and apply the rules at their own discretion and may do so differently from case to case. These rules have been adopted and modified by the House Management.
- **Each room must be kept clean and neat; this is done by the residents.** This is YOUR home, so every effort must be made to keep the house and property neat and clean (inside and Out) If you have a 24-hour pass, please make sure your room is clean before leaving the property.
Residents not complying with these requirements will be asked to leave.
- **Cleanliness is a must!!!** Clean up after yourself in the bathroom, kitchen, living room and yard. Do not leave dishes in the sink or any other area of the house, clean them and put them in the allocated space. Wipe the counters and stove clean after using them. Do not hang anything on lamps, doors, doorknobs, furniture, or wall fixtures. **Wash your clothes and bedding weekly. Showering daily is mandatory.**
- The Mentor/Manager are the only people allowed to bring mail in from the mailbox. Mail will be distributed daily.



Agape Sober Homes, LLC

Sobriety

There is a ZERO tolerance for the use of alcohol, drugs and/or abuse of any prescribed medications or 'over the counter' medicines.

The Resident agrees to abstinence from alcohol, drugs and abuse of prescribed & nonprescribed medications.

Conduct

There is a ZERO tolerance for violent, intimidating behaviors.

There is a ZERO tolerance for destruction of property belonging to other Residents, Middlesex Transitions and property belonging to staff, owners, vendors as well as the dwelling place itself.

There is a ZERO tolerance for theft within the community.

All the above actions and behaviors are prohibited.

Curfew

• Curfew: **Sunday through Thursday 11:00 pm, Curfew Friday and Saturday is 12:00 am.** If you will be out past curfew, it must be approved, and you are most the management via text or email about your arrival. Residents must remain in the house until 5:00 a.m. every day unless other arrangements have been made with house management. Communication is very important, if running late text or call your house management in advance.

I understand that as a Resident, **I will abide by a 11:00PM to 5:00AM curfew.** Arriving at the house after 11:00PM will be considered an Overnight Stay in which case Resident must notify House Management in writing, by text or email (phone calls not acceptable). Management reserves the right to call the Resident by phone and discuss the Overnight Stay. Maximum of 3 Overnight Stays per week are permitted to qualified Residents.

If Resident is 2nd or 3rd shift worker, Resident must be present at Home 6 hours prior to my leaving for the work shift as it is comparable to a "day shift".

Overnights

• Residents are allowed a pass after 30 days, provided they are in good standing with mentors/managers. Residents must give 24-hour notice to get a pass. **If after 24 hours there has not been any contact made with house management or house manager, or if not been seen or heard from, the resident can be discharged, and emergency contact will be notified.**

A new Resident is not eligible to take overnights stay for the first 30 days of residency.

Once past the first 30 days without incident, a Resident is eligible (not required) to have up to 3 overnights off site within a 7-day period. These may be taken individually but only 2 consecutively.



Agape Sober Homes, LLC

Recovery-oriented meetings, Therapy, House Meeting(s), & Recovery Meetings

The Resident agrees to attend a minimum of 2 to 5 recovery-oriented meetings each week such as individual therapy, group therapy, AA or NA meetings, or other recovery-oriented meetings. One of which may be the weekly house meeting. Valid evidence of 2 meetings is to be presented to the House Management each week by 8:00 PM on each Friday by providing a completed "Meeting Attendance Sheet" provided, or resident can send proof of meetings attendance via Text or email to the House Management.

Individual or group therapy is expected at least 2 times a month.

Visitation Policy:

All guests must be approved by the house management. Guests are allowed in the house between the hours of 10:00 am to 8:00 pm. Guests must abide by all house rules and are expected to be clean, courteous, and sober at all times. Guests may not stay overnight, and must be escorted by the host resident, who is responsible for the guest while in the house. Guests are not allowed in any bedrooms and will be required to vacate the property for any violation of house rules or procedures. **Again, No overnight guests are allowed (Male or Female).** No women are allowed in house for more than 30 minutes, unless it has been approved by house mentor or house manager.

Chores

Each Resident will be assigned a chore and expected to complete it. The details will be posted in the house weekly.

Each Resident is required to keep their personal property, and personal areas clean, such as beds, dressers, clothing, shoes, laundry and food storage cabinets and containers, and others. (In addition to their assigned chore)

Smoking

Smoking is prohibited in the house(s). This includes vaping as well as cigarettes.

There is designated smoking outside of the house, in the rear yard ONLY.

NO SMOKING IN FRONT OF THE HOUSE IS ALLOWED

Prohibited Items

Alcohol, liquor, beer, illegal street drugs, drug paraphernalia, unprescribed medications, over the counter medications or supplements that may cause a positive drug screen, or are taken intentionally for affect such as kratom, kava root, K-2, Spice and similar products. Weapons such as guns (any form), clubs, knives, blades etc.

Pornography of any form is strictly prohibited, including videos, pictures, television, cellular phone, magazines and the use of the house internet to acquire any of the previously stated.



Agape Sober Homes, LLC

Personal Property

There is a limit to the amount of personal property allowed. Each Resident occupies a shared space and cannot exceed that limit. **Any property that cannot fit in the dresser, the assigned closet space and under the bed is considered obtrusive, it is prohibited and is subject to removal at any time by the Management if found necessary.**

Residents are advised to keep personal belongings, wallets, money, phones, etc. on their person as not to misplace or lose them. **Agape Sober Homes, LLC** is NOT responsible for any loss of Residents personal property.

The House TV

The house TV shall be set to the channel which most viewers select. Personal laptops are permitted in the house and may be played at a respectable volume until 11:00PM. The Mentor/Manager is not responsible for all and any personal items. Do not keep valuable items in your room. Pay per view orders are not allowed and are the responsibility of anyone who makes the purchase, resident will be responsible for paying the bill.

Kitchen & Living Room

Kitchen cooking shuts down at 10:00PM, unless approved by the Management for specific events. Living room(s) TV, and lights, shut down at 11:00PM Sunday through Thursday nights and Midnight (12:00AM) on Friday & Saturday nights so as not to be disruptive to Residents needing to sleep and/or rest prior to the next working day.

This is a working house which means: you should have a job or be actively looking for one daily. Men on SSDI are to participate in the community. If you are not doing these things, you may be asked to vacate premises.

• If you suspect somebody in the house may be using, PLEASE let management or managers know immediately.

House Recording Devices

Each house is equipped with recording devices cameras which are recording 24/7 video and sound for all common areas, basements, and house exterior.

Personal Vehicles & Parking

Automobiles on the property: drivers must be licensed, and vehicle insured. Cars must have a current registration. Auto repair on the premises is not permitted without permission.

Street parking permits can be acquired at Everett City Hall.

Driveway parking are not a right to park to any one Resident unless approved by the management.

Agape Sober Homes, LLC may record any incidents of noncompliance of the house rules.

I, _____ as a new Resident understand the above stated House Rules and agree to abide by them to do my part in maintaining a conducive environment for recovery.

Resident Signature: _____ Date: _____



Agape Sober Homes, LLC

Agape Sober Homes, LLC Policies & Procedures

Personal Property Disposition

If a Resident leaves **Agape Sober Homes** home for any reason and leaves behind any personal property, the property will be packed up by the Management, and will be stored in a locked area for no more than 30 days.

During that time if the former Resident does not make contact by phone and no arrangements are made for pickup, the property will either be donated or disposed.

Alcohol/Drug Use/Relapse Procedure

Alcohol, drug use and/or abuse of medications or medicines are prohibited. Any Resident caught using and/or possessing alcohol or drugs, that are prohibited, on the premises is subject to termination of the Residency Agreement as this puts all other Residents in danger.

Any Resident Relapse is addressed immediately and most importantly done with the usually much needed offer of assistance for placement in a detox, treatment facility or emergency room as circumstances dictate.

If a Resident has a positive lab processed drug screen or positive quick cup, the Directing Management will address these results in person or on the phone, or live video call (if the Resident has been unavailable in person) to assess and assist the Resident in putting a plan in place to overcome the setback of relapse.

This may include the opportunity to remain in/and/or return to our sober community after a recommitted resolve to the abstinence rule and a mutually agreed set of terms in place between the Resident and the Management.

These mutually agreed upon terms are a relapse prevention constructed of additional compliance for a short-term period, usually 30 days. It may include “no overnights”, an earlier curfew, agreeing to attend more recovery meetings and a third drug screen each week, in the form of a quick cup at no cost to the Resident.

If a Resident has a relapse or has more than (1) consecutive positive lab processed drug screen or positive quick cup, the Residency Agreement is subject to immediate termination.

Drug Screening & Toxicology Protocols

Drug screens are an essential part of a formula for structure in new and early recovery.

Anyone that refuses to test at any time will be considered a positive test.

Positive results are reported to Parole, Probation, or Court as it applies to the Resident.

Positive results are handled as stated in the Relapse Policy & Procedure below.



Agape Sober Homes, LLC

Medications

Agape Sober Homes, LLC and its staff are NOT medically qualified to dispense medications to Residents. Therefore, Residents are responsible for their medications. A lock box with a key is available for each Resident upon request. Resident is responsible for maturely and appropriately managing their own medications as prescribed by their Primary Care Physicians, Psychiatrists, Nurse Practitioners and/or any other medical qualified providers.

Termination of Residency

A Residency may be terminated for nonpayment of rent.

A Residency may be terminated for violent, intimidating, or destructive behavior.

A Residency may be terminated for stealing of any kind.

A Residency may be terminated for possessing on the premises any of the prohibited illegal items.

A Resident may be terminated for sharing or selling alcohol, drugs K2, Spice, or prescription medications.

A Residency may be terminated if there is a refusal and/or unwillingness to attend treatment, if needed, or a refusal and/or unwillingness to mutually plan recovery with the Management, refusal to seek employment, a relapse prevention plan (as outlined in the Relapse section of these Policies & Procedures) associated to their relapse.

I, _____ as a new Resident understand the above stated Policies and Procedures and agree to abide by them to do my part in maintaining a conducive environment for recovery.

Resident Signature: _____ Date: _____



Agape Sober Homes, LLC

Search Procedures of Prohibited/Hazardous Items

Residents agree to random personal property inspection at any time that management seems to be necessary.

If any resident is positive for a drug or alcohol test, or any prohibited item was found in the house, a whole house is subject to immediate personal property inspection, and every resident may be tested the same day. **The inspection will be completed with resident present, or absent if resident refuses, or is not available to participate in the inspection of personal property.**

Weapons: All legal or illegal guns in any form are prohibited, all legal or illegal knives are prohibited (except the utensils supplied by the Management in the kitchen(s) to be used & stored in the kitchen), any tools for trade work that have not been disclosed to, or approved by the Management, to be stored among a Resident's personal property.

Drugs & Alcohol: Any legal or illegal alcohol (moonshine, homemade), illegal or illicit drugs and associated paraphernalia, over the counter synthetic substances designed for effect such as Kratom, K2, Spice or any substance that may trigger a false positive on a drug screen, such as Kava Root, or any similar substances.

Medications: Prescribed medications not appropriately stored in proper prescription bottles with valid names & current dates prescribed to the Resident found possessing them, any over the counter medications or medicines not stored in manufacturers containers, any form of marijuana or THC or synthetic versions of these as these are viewed in the same manner as alcohol. The previous are all prohibited.

Pornography: Cellular use, DVD's, magazines, pictures, or any pornography viewed through WI-FI or downloaded through the internet, etc...all are prohibited.

Gambling: Scratch tickets, any games played for money or the property, organized betting pools or sports betting cards or any similar form or likeness of these stated items are prohibited.

Periodic Searches for Prohibited items:

If there is a suspicion of use or possession of prohibited items, a house search of personal property will be executed by the Management. This also includes vehicle search, as it may be registered to the address and parked on the property or has an assigned parking permit associated with the address of the **Agape Sober Homes, LLC** House they are residing. The search is to be done in the presence of the Resident by the Directing Manager, or either of the Executive Directors. Any Resident unwilling to comply with the above stated Prohibited items or Search Procedures are subject to a termination of the Residency Agreement in an immediate nature.

I, _____ (Resident name/printed) understand and agree to comply with the above stated Prohibited Items & Search procedures.

Resident Signature: _____ Date: _____



Agape Sober Homes, LLC

Code of Ethics; Confidentiality and Resident Records

- We will agree to keep fees reasonable.
- We will abide by state and local health laws providing a healthy, clean-living environment
- All sober homes will foster an atmosphere of family living with ample common space.
- For the safety of the home, there will be zero tolerance for alcohol or other drug use. Alcohol and other drug screenings may be used for compliance.
- Each sober home will draft a “good neighbor policy.”

* MASH certification will be updated annually.

I attest that the code of ethics is aligned with the NARR code of ethics: I attest that I have read and understood this code of ethics:

Suad Kantarevic
Business Owner Signature

Suad Kantarevic
House Mentor Signature

Date: _____



Agape Sober Homes, LLC

Policy: The right to confidentiality of all Residents regarding verbal and written information will be protected. Compliance with all federal and state laws will be met.

Basis: To uphold the confidentiality and protect the right to privacy of Residents.

Procedure: House managers, members and volunteers of **Agape Sober Homes, LLC** will, to the best of their abilities, adhere to the confidentiality laws and procedures as set forth in Federal Law 42 CFR, Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records.

Mission Statement

The mission of **Agape Sober Homes, LLC** is to give residents a safe and encouraging environment in which to practice sobriety. To offer a housing situation that provides them the time required to learn the skills needed to effectively maintain their sobriety independently.

Values

The key values of **Agape Sober Homes, LLC** include maintain a respectful environment that fosters individual growth, empowerment, self-worth, determination, and social justice in efforts to compliment abstinence in order to achieve sobriety and build a productive and happy lifestyle.

Core Competencies

Core competencies and safety of our residents, emphasis on communication and influence and responsiveness to our resident's needs. At **Agape Sober Homes, LLC** communication and responsiveness is prioritized, and influence and mentorship are provided appropriately to aid in the residents recovery through house mentors, a skilled life skills counselor as well as peer mentorship.

Affidavit of Non-Discrimination

Policy

Agape Sober Homes, LLC does not discriminate against persons admitted to the residence.

House believes that all persons should have the opportunity to live in a safe, sober environment and recover from addiction to drugs & alcohol.

Procedure

1. Agape Sober Homes LLC, Houses does not discriminate based on race, religion, gender, national and ethnic origin, qualified disability (except for those who, by reason of their disability, would be unable to participate in the requirements of the house, sexual orientation, or HIV status.
2. This policy also applies to hiring house mentor/owner and volunteers.



Agape Sober Homes, LLC

Resident Participation Policy

As part of our resident's recovery process, we strive to involve residents in governance of the house. To reach this goal/standard, residents will consult with the operator/mentor with suggestions to any changes in rules/procedures to help houses run more efficiently.

Example: House Chores, house cleanliness, or any improvements, ...

Resident Records Policy

The following information is considered a resident's personal information and shall be secured in locked filing cabinet, desk, or office. Only authorized persons may have access to resident information and only for official business purposes.

This information includes paperwork signed upon admittance to the house, alcohol and drug test results, medication lists, health records and correspondence, and correspondence with probation, parole or DCF staff. In the case of a medical emergency, we reserve the right to share a resident's health information and medication list with emergency responders when relevant.

Financial Record Keeping Policy

All financial transactions involving residents, such as fees, charges, payments, and deposits, will be documented in some form of accounting system such as QuickBooks, Excel, similar software applications, paper ledger, etc.. Payments made by third parties such as parents, scholarship entities, etc. will also be documented and the name of the payor will be noted.

An accurate statement of all resident charges and payments may be requested by a resident and will be provided within one week of the date of request.

The operator shall make receipts available upon request for payments made electronically. For payments made by cash/check/money orders the operator will provide a dated receipt for all payments specifying time period covered at time of transaction.

Neighbor Communication Policy

All residents will be provided the appropriate contact information and be oriented to our Good Neighbor Policy to prevent or minimize conflicts with our neighbors.

If a neighbor communicates with any resident with a question or problem concerning the house, or requests the contact information of the operator, the resident will provide the neighbor with the contact information. The resident will immediately notify the operator of the nature of the conversation.

If a neighbor communicates with any resident, house mentor or the operator and requests contact information such contact information shall be provided.



Agape Sober Homes, LLC

Infectious/Contagious Disease Policy

We are committed to maintaining, to the extent reasonably possible, a safe environment. The purpose of this policy is to prevent infection through proper Bloodborne pathogens (BBP) procedures and help prevent the spread of contagious diseases through measures that focus on safety, prevention, and education. We will follow the directions of the local health department to prevent the spread of infection and to protect everyone's health. This policy is not intended to cover common illnesses, such as colds, or upper respiratory infections. Persons who know or have reason to believe they are infected with a contagious disease must notify the mentor immediately. They also should contact their healthcare provider and follow the directions of their healthcare provider. Depending on the nature of the disease, we may isolate a resident/s and ask them to use one specific bathroom and sanitize it after use with house supplied cleaning products recommended by the Centers for Disease Control (CDC). We ask an infected person to stay in their bedroom as much as possible and do not spend any time in the common areas. Special times may be provided for the use of the kitchen (sanitizing the kitchen area after that will be required). You may be required to wear a mask when outside of your bedroom. Other residents will be notified of the risk so they can take reasonable steps to stay safe and healthy. These requirements will remain in effect until the person/s have completed their medical protocol and are believed to no longer be capable of spreading the disease.

All residents are required to continue housecleaning/sanitizing and follow reasonable safety precautions to keep everyone safe. Personal Protection Equipment (PPE) will be provided and as necessary. We reserve the right to limit access to our home to any third parties (visitors, guests, contractors, etc.) for such a time as is necessary. We are committed to following proper procedures to ensure the safety of residents and people supporting the sober home. BBP includes the following: Human Immunodeficiency Virus (HIV), the Hepatitis B Virus (HBV), and the Hepatitis C Virus (HCV). All these viruses can be transmitted from one infected person to another through blood and other bodily fluids entering through broken skin or mucous membranes (including mouth, nose, and eyes). Treat all blood and other bodily fluids such as vomit as being potentially infected with BBP.

The five basic steps for cleaning up blood spills/bodily fluids are:

1. Prevent the BBP from direct contact. At a minimum gloves and mask should be worn.
2. Contain and remove the spill. Example: use tongs whenever possible.
3. After soaking up most of the blood/fluid in a cloth, disinfect the area thoroughly.
4. All the disposable things that have been used in the cleaning process must be packed in a bag and labelled to prevent anyone from coming into contact with it.
5. Apply generous amounts of sanitizers in the spill area. Ensure that the room is well-ventilated and let the sanitizer sits in the area for a considerable period of time.



Agape Sober Homes, LLC

Grievance Policy

It is the policy of our home and MASH (Massachusetts Alliance for Sober Housing) to ensure Certified Sober Homes and stakeholders' grievances are handled respectfully, appropriately, and professionally.

All conflicts should be resolved peacefully. First, try to resolve the conflict between yourselves. If that is not possible, or if it may be unsafe to do so, or if the issue is with the operation of the house, bring the issue to the house mentor. If the house mentor cannot resolve the issue, or if the issue is with the house mentor, then bring the issue to General Manager **(617) 888-3581, Agapesoberhomes@gmail.com**

Unresolved grievances may be brought to MASH. The MASH Formal Grievance should be documented on the MASH Formal Grievance Form found at:

<https://mashsoberhousing.org>.

This Formal Grievance Procedure should not be used for retribution or personal gain.



Agape Sober Homes, LLC

Mentor Job Description : The house mentor is responsible for general oversight of house activities and of the residents. He/she is responsible for contributing to the positive living experience by example.

RESPONSIBILITIES:

- Provides supervision to ensure the safety of residents
- Assists in the coordination of resident schedules
- Works with residents' group in meal planning
- Works with residents' group in shopping
- Assists residents with meal preparation
- Completes resident Admissions Inventory Form
- Completes daily log
- Performs monitoring and recording of resident's self-administration of medications • Report any significant or unusual resident behavior to Director
- Monitors and documents resident finances
- Attends and participates in monthly house manager meetings
- Other duties as assigned

QUALIFICATIONS:

- High school diploma or equivalent
- Ability to manage and organize household activities and tasks
- Ability to interact with and provide supervision
- Ability to keep a daily schedule
- Basic understanding of addictions as a disease process
- Understanding of confidentiality
- If in recovery, must have at least two (2) years of sobriety and active Involvement in the recovery community
- Current driver's license



Agape Sober Homes, LLC

House Manager Job Description

Agape Sober Homes, LLC have hired and put in place an onsite General Manager.

The responsibilities of this position include:

- Oversight of the physical properties of the **Agape Sober Homes, LLC** sober homes relating to their upkeep and maintenance
- Handle all administrative aspects of reviewing applicants and processing Resident Agreements which involves communication with placement caseworkers from detoxes, programs, Probation & Parole Officers, or family members.
- Interviewing applicants and disclosing all pertinent information regarding sober house operations.
- Making sure the new Resident has all required copies of Resident Agreement and other paperwork.
- Oversight of the sober community as relates to the physical needs of the residents, their efforts in complying with house rules and conduct code.
- Facilitate the house meeting(s)
- Collecting quick cup testing when or as needed.
- Working along with the contracted lab for UA collections and receiving results to ensure a smooth process.
- Promote and encourage Residents in the community as it relates with our Mission Statement as well as being available, within reason, to assist when able.
- The Manager is essential 'on call' but is present each morning from 9:00AM to 7:00PM.

Manager/Mentor signature _____ *Suad Kantarevic* _____
Suad Kantarevic



Agape Sober Homes, LLC

Agape Sober Homes #1...191 Shute Street Everett MA, 02149...617-888-3581

Fire safety:

Read and understand the posted information on Fire. You must become familiar with the designated escape routes, safe gathering locations and the need for a safe location head count. Fire prevention is everyone's concern and responsibility. Practice safe habits, smoke only in designated areas, and are aware of the fire extinguisher locations, and how to use them in case of Emergency,

Agape Sober Homes # 1 @ 191 Shute Street, Everett MA, 02149

WHAT TO DO IN CASE OF AN EMERGENCY Call 911 in case of;

1. Fire
2. Violence or a threat of violence
3. Suspicious persons hanging around premises
4. Burglary
5. A life-threatening medical situation
6. Chest pain
7. Shortness of breath
8. Suicide attempt
9. Unconscious individual
10. Injury in which there is a broken bone or bleeding that cannot be stopped
11. Serious fall
12. Unable to wake someone
13. Ingestion of toxic chemicals or substances
14. Individual out of control
15. Individual hallucinating
16. Individual having an extreme allergic reaction
17. Extreme paranoid behavior

After you call 911, call the General Manager at 617-888-3581 and inform him/her of the situation. Make sure you move to a safe place to wait for the arrival of emergency assistance.

DO NOT MOVE an injured person, give them first aid or CPR unless you are QUALIFIED or CERTIFIED to do so.

Call the House Manager when you notice;

- Drugs, alcohol, or any contraband
- Suspicion of someone using, have used, or in the possession alcohol, drugs, or other contraband.
- Urgent maintenance issues in the house
- Power outage- if it is out for more than ½ (half) hour.
- Individuals having behavioral issues.
- Curfew violations
- Violation of house rules by resident member

Naloxone (Narcan) is available at each house floor level in the common hallways, located on wall.

940 Broadway, Everett, MA 02149

Call/Text: 617-888-3581

Fax: 617-944-9195

Email: AgapeSoberHomes@gmail.com



Agape Sober Homes, LLC

Resident Rights

Each resident has rights that the house staff will safeguard during your stay. You have a right to:

1. Humane care in an environment that supports your recovery.
2. Be free from verbal and physical abuse.
3. Be treated with dignity and respect.
4. Choose your recovery goals.
5. Participate actively in your recovery.
6. Expect meetings with House Manager to occur during scheduled times and at designated locations.
7. Be given information regarding informed consent prior to the start of your stay.
8. Receive information regarding cost.
9. Be informed of the costs, potential benefits, and potential negative consequences of living in the House.
10. Be referred to subsequent services upon leaving or transfer from the house.
11. Retain personal property that does not jeopardize your or others' safety or health.
12. Receive and send unopened mail.
13. You have the right to be seen by a private physician with the understanding that all costs will be the responsibility of the resident.
14. File a complaint with the mentor, operator, or the Massachusetts Alliance for Sober Housing without fear of retaliation and to have the complaint investigated within a reasonable amount of time.
15. Be fully informed before changes occur in these rights and responsibilities as well as changes to our policies, procedures, and schedule.
16. Know the qualifications of the staff involved in your recovery.
17. Refuse to stay and to be informed of the consequences
18. Request referral resources in the event of my dismissal.
19. Not to be required to perform services for us which are not included in the usual expectations of all residents I have been informed at admission of my rights as listed above.

Print Name: _____ Suad Kantarevic, Manager _____

Signed: _____ *Suad Kantarevic* _____ Date: _____



Agape Sober Homes, LLC

Resident Work Policy

We are committed to maintaining a safe and comfortable environment for all of us. The purpose of this policy is to provide guidelines concerning residents who perform paid work for the sober home operator or mentor, either on the premises or outside of the house.

Any work arrangement will be subject to the following principles.

- Paid work arrangements are completely voluntary.
- Residents do not suffer any consequences from declining work.
- Residents who accept paid work are not treated more favorably than residents who do not.
- All qualified residents are given equal opportunity for available work.
- Paid work for the operator or house mentor will not interfere with the residents' progress towards their recovery goals.
- Paid work is treated the same as any other employment situation.
- Wages are commensurate with marketplace value and at least minimum wage.
- Paid work does not confer special privileges on residents doing the work.
- Work relationships do not negatively affect the recovery environment or morale of the home.
- Unsatisfactory work relationships are terminated without recrimination that can impair recovery.

Safety Policy

To ensure our property is maintained in a safe manner we will install and maintain:

1. Functional smoke detectors in all bedroom areas and elsewhere where required by local code.
2. Functional carbon monoxide detectors on all floors and elsewhere where required by code
3. Functional fire extinguishers in every kitchen in a clearly marked location.

We will verify that all detectors are present and are in good order monthly and will replace batteries at least once per year.

All smoke detectors will be replaced at least once every ten years.

Fire and other emergency evacuation drills take place regularly and are documented (**not required for Level I Residences**).