

# RECOVERY HOME: FEMALE LIVE-IN MANAGERS NEEDED

Are you looking for a satisfying living experience working with recovering women?

**If so, we are looking for YOU!**

## Miracle House

(A Women's Sober Living House) of Des Plaines is looking for a Resident Manager.

### **Requirements:**

- Female adult. Minimum of 18 months of sobriety preferred. If not in recovery the manager must abstain entirely from alcohol or mood and mind-altering substances while on duty.

### **Qualifications:**

- Responsible and reliable.
- Familiarity with half-way houses and/or sober living environment is a plus.
- Candidates for this position should be compassionate, patient and strong minded.
- MUST be able to objectively discipline residents when necessary.
- A candidate with their own vehicle would be preferable.

### **Hours:**

**Weekday manager:** must be available from 4:30 PM – 8:00 AM, Sunday - Friday (weekends off)

**Weekend manager:** must be available from 4:30 PM – 8:00 AM, Friday - Sunday, and all day when there is a new resident

We are willing to consider a 7-day work schedule (with alternate weekends off) for the right candidate.

### **Job Duties:**

**This position includes (but is not limited to) the following day to day responsibility of running our 5 bed facility:**

- Daily management of the house
- Support and enforcement of resident rules (including completion of daily chores)
- Discipline residents with consequences or ask them to move out of the house when appropriate.
- Conduct weekly meetings with residents to collect rent, assign chores and secure weekly schedules (weekday manager, only).
- Work directly with the Resident Support Chair and very closely with the Board of Directors. Is accountable to the Vice-President of Miracle House Board of Directors, including any appropriate disciplinary action.
- Conduct telephone interviews and schedule in person interviews for potential residents.
- Check new residents into the house and conduct orientation.
- Periodically perform searches of residents' rooms and belongings.
- Do weekly grocery shopping and weekly menu planning with residents (weekday manager, only)

This position includes room, board, food, laundry facilities, free WiFi, reserved parking.

### **To Apply:**

If you are interested in this position and would like to schedule an interview please call Miracle House directly at, 847-803-2901 or email [miraclehouseinc@yahoo.com](mailto:miraclehouseinc@yahoo.com) You may also mail your resume to:

Miracle House  
Attn: Resident Manager Search Committee  
510 E. Oakton  
Des Plaines, IL. 60016