

## **RECOVERY HOME: FEMALE LIVE IN MANAGER NEEDED**

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

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

# **Miracle House**

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

### **Requirements:**

- Minimum of 18 months of sobriety preferred
- Great opportunity for a single or retired woman
- Includes room, board, food, laundry facilities
- Pay is included

### **Qualifications:**

- The candidate for this position will be compassionate, patient and strong minded.
- They **MUST** be able to separate themselves from the residents & dispense discipline when necessary.
- A woman in recovery or familiar with addiction will be the best fit.

### **Hours:**

Must be available from 4:30 PM – 8:00 AM, Monday through Friday  
Saturday and Sunday all day when there is a new resident  
Work 7 days and then off 7 days

### **Job Duties:**

**This position includes, but is not limited to the day to day responsibility of running a 5 bed facility.**

- Daily management of the house
- Support and enforce 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 schedule.
- Work directly for the Resident Manager Supervisor and very closely with the Board of Directors.
- Conduct telephone interviews and schedule in person interviews for potential residents.
- Check new residents into house and conduct orientation.
- Periodically perform searches of residents' rooms and belongings.
- Do weekly grocery shopping and weekly menu planning with residents

### **To Apply:**

If you are interested in this position and would like to schedule an interview please call Sandi Anderson, 847-507-1208 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