



MERCY MANOR, INC. - RECOVERY HOUSING FOR WOMEN

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www.mercymanor.wix.com/mercymanor

JOB DESCRIPTION

POSITION: Recovery House Manager Level II
REPORT TO: Chief Executive Officer
STATUS: Exempt
BENEFITS: No

POSITION SUMMARY

Mercy Manor provides a level II, intense recovery housing and supportive services for women with histories of alcoholism or drug addiction, while they re-establish themselves back into the local community. Mercy Manor uses the social model of recovery. Mercy Manor is a local charitable, non-profit, 501 (c) (3) organization, looking for a Recovery House Manager, Level II, estimating anywhere between 30 to 45 hours of work per week. As the Recovery House Manager, Level II, you will work directly with the CEO.

SPECIFIC RESPONSIBILITIES

1. Provide recovery peer support to house residents.
2. Assist residents on the following:
 - a. Weekly schedules which include AA/NA meeting(s), doctor appointment(s) and other required appointments.
 - b. Obtain sponsor(s) and safe contact numbers.
 - c. Obtain employment.
 - d. Obtain a safe sober-living home, upon graduating from Mercy Manor.
 - e. Daily life skills training.
3. Facilitates random drug test on residents.
4. Ensure residents are dressed appropriately always based on resident's handbook.
5. Answers the phone and record messages as received. Messages are then to be given to the Executive Director or to the residents in a timely manner. (If on weekend, slide the message under the Executive Director's door or call her with the message if it is deemed to be appropriate).
6. Receives in-kind donations and ensures the donation book is completed with the appropriate information for sending thank you notes.
7. Works with other House Managers with the distribution of clothing to the residents in an orderly and timely manner. When donations are not practical for the residents, you must have the women bag up the donations and place them in designated areas.
8. Ensures and document resident's sponsor participation, doctor appointments, therapy, and group sessions.
9. Ensures resident's participant in daily physical activities and records such activities in residents file.
10. Facilitates the women in Meditation if working the morning shift (9:00a.m.-9:30 a.m.) or facilitate the Gratitude on Thursday night (after the last meeting of the night).
11. Supervises the visitations with guests and the residents—being certain that inappropriate behaviors are censored and that residents are made aware of behaviors that are not allowed by the guests or themselves.
12. Checks chores of all the residents and be sure they are done completely prior to the women going to bed at night or going out to meetings or appointments.
13. Pass random drug test.
14. To complete other tasks as assigned by the supervisor.

QUALIFICATIONS:

1. High School Diploma or GED.
2. Experience in the field of drug recovery
3. Sensitive to the needs of women in recovery and women who are homeless.
4. Aware of Mercy Manor mission, willing to enforce the house rules and maintain a spirit of calm, order, discipline, and love and to establish rapport with a culturally diverse population. Recognize crisis moments and respond appropriately.
5. Be a self-starter and willing to talk to residents as conversation and advise is needed.
6. Valid driver's license and car insurance.
7. Drug-free. Applicants who qualify will be required to take a drug test.

If you are interested in pursuing the position as a Part-time Recovery House Manager, please email your letter of interest, a copy of your resume and list of three references with their contact information, to mercymanor@sbcglobal.net.

I understand that this position requires you to work weekends and evenings on a regular basis and by accepting employment, and signing this document, you are confirming your acceptance of these conditions and your availability.

Employee Signature: _____ Date: _____

Staff Signature: _____ Date: _____