

# **JOB DESCRIPTION**

## **St. Martin de Porres House of Hope**

**Title:** Recovery Home Manager

**Reports To:** Executive Director

### **JOB SUMMARY:**

St. Martin de Porres House of Hope is a highly structured, supportive; community-based 12-18-month residential program for women, and their children, who are in recovery from substance abuse addiction. As a key member of our administrative team, the Recovery Home Manager must be able to foster and model a culture of healing and support for our residents and staff members.

The Recovery Home Manager is responsible for the daily operations of the facility, specifically in the areas of resident and staff welfare, safety, and accountability. He/she should be a strategic problem solver, and supportive leader in order to manage, motivate and empower residents and staff.

### **Program Duties:**

- Facilitate an innovative atmosphere that embraces an employment environment that promotes recovery and discovery, a person-centered approach to recovery/services, and cultural competence.
- Collect and maintain daily logs of resident's behavior, re-designing and updating charts when necessary.
- Conduct weekly resident house meetings.
- Coordinate with the Program Staff to ensure intake paper work is completed for all new residents.
- Administer urinalysis and breathalyzer testing of residents in accordance with UA department best practices.
- Collaborate with the Clinical Supervisor and the Executive Director to ensure the safety and accountability for each resident.
- Administer and train employees of crisis management intervention strategies.
- Conduct inspections of houses and follow up with residents to ensure enforcement of house and program rules at all times, including but not limited to, chores done, rooms cleaned, beds made, house cleaned, etc.
- Conduct fire and emergency evacuation drills.

### **Administrative Duties:**

- Supervise and provide oversight to staff.
- Conduct monthly staff meetings to discuss and formulate house plans; and attend weekly counselor's meeting.
- Interview and select staff to work with residents.
- Conduct annual performance evaluations, provide and coordinate in-service training to all staff in conjunction with evaluation of employees.
- Ensure the facility has 24-hour staff coverage.
- All other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

- Must be able to walk up and down between two to four flights of stairs without assistance during course of an 8-hour shift.
- Must be able to stand and sit for extended periods of time.
- Must be able to lift a maximum of 20lbs.
- Must be able to squat, bend over, lift arms overhead, sit and stand repeatedly during shift.

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- Vision and hearing capability (with correction), to see possible intruders, unusual noises as well as close identification of possible tampering of written information for prescriptions.

### **QUALIFICATIONS:**

- Minimum of bachelor's degree in psychology, addictions studies or social work and CADC required; master's degree preferred.
- Minimum of 5 years' supervisory experience in a residential facility and experience working with adult female substance abusers.
- Advanced knowledge of DASA policies and procedures including licensing requirements.
- Excellent organizational, problem-solving, and time management skills, including proficiency in the use of a Microsoft Office applications, Google docs/spreadsheets and related software.
- Experience in maintaining and reporting statistical information and preparing technical reports.
- Must be able to work a flexible rotating shift that includes nights and weekends.
- Valid driver license with no suspensions in effect in the previous three (3) years prior to hire.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong attention to detail and ability to track progress of projects and provide follow-up to management staff, as necessary.
- Familiarity with 12-step program and recovery terminology and concepts.
- Ability to communicate effectively orally and in writing; ability to troubleshoot and establish/maintain positive working relationships with management and staff.
- Ability to interact effectively and in a supportive manner with persons of diverse cultural, socioeconomic, and ethnic backgrounds.
- Ability to adhere to St. Martin's Ethics Statement in all aspects of the program.
- Ability to respect the sensitivity and confidentiality of residents, staff, board members, donors; and protects operations by maintaining a high level of confidentiality.
- Ability to maintain calm demeanor when faced with challenging behaviors.
- Able to practice effective interpersonal conflict resolution and de-escalation techniques.
- Proficient at time management and organization including the ability to prioritize and multitask.
- Demonstrate professionalism, including the understanding and practice of professional ethics.
- Ability to promote professionalism and resolve problems in a positive manner by gathering information thoroughly prior to making decisions.
- Valid driver license with no suspensions in effect in the previous three (3) years prior to hire.