

Date of Hire: \_\_\_\_\_

Date of signature: \_\_\_\_\_

### House Manager

**Title: House Manager**

**Department: Oregon Trail Recovery**

**Reports to: COO**

**Salary:**

#### **Essential Duties and Responsibilities:**

- Ability to work independently and as a member of a team.
- Assess individuals for continued growth in the program
- Participate in all required staffing and /or trainings
- Develop and maintain housing case plans for each individual based on individuals needs.
- Oversight of all pertinent health and safety concerns regarding the facility and it's residents
- Collaborate and coordinate services with area service providers
- Any other duties as assigned by the COO
- Work with clients on teaching practical life skills; ie calling insurance, making appointments, help with resumes,
- Experience with individuals who are in recovery from substance use disorders, and individuals who are experiencing mental illness.
- If in recovery, able to demonstrate at least two years of continuous sobriety

#### **Skills and Abilities:**

- Manage therapeutic milieu.
- Knowledge of de-escalation methods, or ability to be trained.
- Ability to use EMR system, or ability to be trained.
- Must be able to function in a team setting, be flexible in attitude, and desire to work with individuals seeking recovery.
- Ability to understand and follow oral directions.
- Valid Driver's License
- Work with a diverse population

#### **Minimum Qualifications:**

- First Aid training is desirable.
- Moderate computer literacy
- Current CPR Certification or ability to obtain in the first month of employment.
- Must pass a pre-employment drug screen, background check.
- Must be able to climb stairs several times a day.
- Must adhere to agency's non-discrimination policy.
- Ability to effectively interact with co-workers and clients with diverse backgrounds, including but not limited to; religious views, political affiliation, cultural background, life-style, sexual orientation, gender identification...

Employee Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_