



Realize U 252 Recovery Residence House Manager Job Description

Realize U 252 is actively seeking a Recovery Residence House Manager (Sober Living Residence Manager) to join their team in Craven County, NC.

About:

Realize U 252 is a non-profit organization in New Bern, North Carolina. Our mission is to provide a twenty-four-hour facility for the purposes of shelter care and recovery from alcohol or other drug addiction through a 12-step, self-help, peer role modeling, and self-governance approach. In addition to recovery supportive housing, we provide services to those recovering from substance use disorder by creating an accessible, drug and alcohol-free environment, supporting fellowship, and building partnerships among the recovery community. We seek to build connections with those that are invested in their own inner-transformation and to help them transition into a healthy peer-supported network

Job Summary:

We are currently seeking to hire a full-time Recovery Residence Manager at our new all-male Recovery Residence (Sober Living Residence). This position requires a self-starting, detail-oriented individual with leadership skills and a passion for helping others recover from a substance use disorder.

The Residence Manager will be a live-in professional with the responsibility of overseeing the management of the Residence and coordinating regular Residence activities. This includes duties related to resident support, administration, coordination of care, ensuring Residents abide by House Rules, verifying completion of daily/weekly chores and daily living responsibilities. This position works directly with men in early recovery, providing structure and support to men seeking to establish stable long-term recovery from a substance use disorder. Reporting to the Program Director and Board of Directors, the Recovery House Manager will be the live-in staff member overseeing the day-to-day operations that support Residents living in the Recovery Residence. The Recovery House Manager will serve as a role model and leader within the Residence and must have a deep understanding and appreciation for a recovery lifestyle.

Duties and Responsibilities:

Must be able to live in a shared living situation with other men. Requires maintaining a visible presence in the Recovery Residence, including being present in the residence at night.

Provide accountability for the Residents to ensure House Rules and Program Rules and Policies are being followed.

Assist Program Director in the enforcement of expectations and responsibilities of the Residents

Foster a positive and healthy community through planning, organizing and implementing social and educational activities, with the residents' input, that support recovery.

Assist with new resident move-in procedures, as well as move-out procedures as needed.

Facilitate weekly house meetings to foster a positive, supportive, and collaborative environment, addressing House Rules, housekeeping issues, community concerns, and other issues, while ensuring active resident involvement in the house community.

Meet with the Director of Realize U 252 on a weekly basis

Attend monthly Realize U 252 Board of Directors meetings to report on house activity and climate

Ensure activities within the Residence are being properly monitored and documented as required (for example: visitor logs, breathalyzer logs, Resident chores, meeting attendance, etc.)

Report to the Program Director any needs that must be addressed at the house (for example: maintenance requests, needed supplies, needed repairs, etc.)

Secondary Responsibilities:

Be available to the Program Director and Board of Directors to discuss issues with the Residence or Individual Residents

Assist in the planning and execution of regular social and recreational events for Residents

Participate in professional development opportunities related to position.

Collaborate and meet regularly with the Case Manager to assist in the implementation of Residents' individual recovery plans.

Assist Case Manager in monitoring the progress of each resident's personalized plan for success through regular check-in support meetings.

Required Qualifications:

High School Diploma or GED.

If in recovery, must have 2+ years of sustained recovery from a substance use disorder

Willingness to obtain additional education to include: Peer Supporter training; Wellness Recovery Action Planning (WRAP); Basic First Aid; CPR; Narcan Administration Training; Mental Health First Aid, and drug testing procedures

Basic computer competency and keyboarding skills (i.e. Microsoft Word, Excel)

Knowledge of community resources (preferred)