

JOB DESCRIPTION – RESIDENT MANAGER

QUALIFICATIONS:

The Resident Manager shall have (1) experience in substance abuse field or recovery; (2) ability to supervise a group home including supervision of residents in compliance with Home policies and boundaries; (3) maintenance of the facility in compliance with safety, health and fire codes; (4) high standards of personal conduct and adherence to the professional code of ethics; (5) strong communication and interpersonal skills.

OVERALL RESPONSIBILITY:

The Resident Manager assures the safety of residents and supervises the upkeep and maintenance of the facility. Monitors compliance with Home rules and boundaries. Provides a supportive presence at The Home.

REPORTS TO: Executive Director of the Women's Home Inc.

SPECIFIC RESPONSIBILITIES:

1. Maintains the daily operational structure of The Home under the supervision of the Directors and their agents, ensuring resident compliance with Home rules, boundaries and Resident Manual.
2. Maintains supportive interaction with residents, using appropriate boundaries, to ensure continuity of The Home's recovery setting. Assumes leadership in resolving issues as they arise.
3. Oversees the immediate testing of any resident suspected of using a mood altering substance, and discharge of any resident testing positive for use of a mood altering substance. Notifies the Executive Director of the status of discharges. Is trained in conducting the drug screening processes.
4. Manages resident access to the medications box.
5. Monitors the residents' responsibility for chores, including the weekly grocery shopping list, and assures that those responsibilities are carried out within required timeframes.
6. Maintains communications with staff in a timely manner regarding residents' non-compliance with Home policies.
7. Supervises the general maintenance of the facility, including maintaining logs in compliance with operating procedures. Oversight includes outdoor maintenance such as lawn mowing, snow & leaf removal, as well as indoor maintenance. Conducts weekly bedroom checks for compliance with Home cleaning requirements; conducts regular checks for repair needs, such as leaking faucets, & toilets, curtain or towel rod damage, closet or dresser repairs, and repair needs of the common area.
8. Supervises and maintains safety standards on an ongoing basis at The Home. Follows Home procedures for documenting needs and communicating safety and maintenance concerns.
9. While on duty, resides at the Home from curfew (10:00 p.m. on week nights, 1:00 a.m. on week ends) until 6:30 a.m.; attends dinner 3-4 times per week; attends weekly community meeting.
10. Conducts and documents monthly fire drills and maintains written records of the results.