



Job Title: Housing Director

Supervisor: Executive Director

Close Date: Until Filled

Department: Housing

FLSA Status: Exempt

Pay Range: \$28 - \$31.38/Hr

Organization Overview

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey, to be an instrument of restoration, forgiveness, accountability, and of reconciliation. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion. www.restorativepartners.org

Job Overview

Reporting to the Executive Director (ED), the Housing Director (HD) is responsible for oversight and supervision of the Housing Team & all 5 recovery houses. This person has a deep knowledge of the field, core programs, and operations. The HD oversees communication with Parole, Probation, Stop Funded Contractor, CWS and other key stakeholder partners. This person oversees housing compliance in ARMS, client hard copy files, Apricot Database, the Housing Budgets, and collaborates with Operations Director regarding contract compliance. The HD ensures a safe, secure, trauma informed, clean & sober living environment for people in recovery and reentry. All work is done with the understanding of a restorative justice approach to internal and external employee and partner relationships.

Essential Duties & Responsibilities

- **Ensure safe, secure, and trauma informed care of clients in recovery homes**
 - Oversee staff performing UA drug screens on self pays & DAS Clients, coordinating and/or communicating all positive results to Probation
 - Collaborates with Housing Team disciplinary actions as needed (warnings, write ups and exits) provide incident reports to CDCR/ Parole/ GEO for parolee exits
 - Oversee MAT at identified houses ensuring medication management is being followed and monitored
 - Oversee Housing Staff to ensure recovery home model ie clients have sponsors, work steps and attend treatment
 - Ensure Housing staff uses RJ approach and 12 step activities and recovery meetings in the homes.
- **Team/Staff Management**
 - Oversee and supervise Housing Team
 - Oversee weekly Housing team meetings, participate in weekly staff meetings and regular joint H&T team meetings.
 - Develop strong interdependent team approach with Housing Team and collaborates with Treatment Team
 - Provide staff with 90 day, semi-annual and annual performance reviews and goal setting

- **Administrative Duties**
 - Participate in weekly Leadership Team meetings
 - Oversee yearly housing quality assurances ie. CCAPP/GEO
 - Ensure compliance in contractual, procedural and managerial issues with GEO, BH, Parole, Probation, MH, CWS and FCN
 - Oversee housing and tracking sheet and invoicing, oversee GEO recons and communication with GEO on discrepancies
 - Oversee rents owed in recovery homes, oversee self pay outpatient contracts and collection of self pay monies owed
 - Oversee and create with OD as needed documents for housing client/resident handbooks, rules, intakes and assessment docs.
 - Oversee all budget implementation and monitoring regarding housing
 - Assist ED in research and implementation of new housing programs
 - Assist Operations Director with data collection and analyze outcomes
 - Oversee RRH management of ARMS including intakes, nightly attendance, passes, and exits and maintenance and quality assurance of electronic and paper files
- **Liaison to Other Service Providers, Committees and Organizations**
 - Oversee and/or represent RP at the Family Treatment Court, DSS, FCN, DSS
 - Oversee and/or represent RP at monthly meetings with Bryan's House
 - Oversee and/or represent RP at DAS Recovery Home Meetings
 - Represent RP at the quarterly Anti-Gang Coordinating Commission Meetings as needed
 - Serve as an ambassador for RP and Speaking Engagements as needed

Knowledge, Skills, Talents, & Abilities

- Model recovery as a priority in the housing community, in programming, and in building a network of relationships inside and outside the house
- Requires an understanding of a social and MAT model of recovery
- Experience, knowledge of and commitment to restorative justice principles and practice and trauma informed approach to clients, staff and partners.
- Proficiency in computer software (primarily Microsoft Word, Excel, google drive, ARMS and Apricot databases.
- Punctual in meeting deadlines with data entry and submitting reports
- Ability to articulate and enforce all house rules, program requirements, drug testing, and curfews
- Ability to work effectively in collaboration with diverse groups of people
- Ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- Must be able to work independently and collaboratively and be flexible
- Organized, attention to details, time management
- Strong oral and written communication skills
- Strong conflict management skills
- Competency in working cooperatively with residents, managers, RP staff, and volunteers
- Knowledgeable of local resources and services available to the recovery and justice-involved client

Education/Experience

- Bachelor's Degree - Preferred
- Minimum of 2 years of experience working with justice-involved and/or formerly incarcerated individuals
- Experience working in social services or criminal justice field

- Minimum of 2 years supervising staff and/or volunteers
- Experience with data entry and general administrative tasks
- Experience working with a diverse population
- Must have High school diploma or equivalency
- Preferred or willingness to attend below training:
 - CPR/ First Aid Certification, Motivational Interviewing, Trauma-Informed training, Mental Health 101, Suicide Prevention training, Medically Assisted Recovery training, and Restorative Justice Practices training

Requirements

- Currently not programming with Probation or court-ordered addiction classes
- California Drivers License with a clean record
- Must pass CDCR Clearance process
- If in recovery, must have 4 years clean and sober
- Must agree with agency Required Vaccination Policy

Benefits

Vacation

Sick time

11 paid Holidays

Phone Stipend

Health Benefits

Dental

Vision

Life Insurance

To apply go to: <https://restorativepartners.org/careers/>

Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.