



**Job Title:** Night House Manager (Men's Home)

**Department:** Housing

**Supervisor:** Resident Coordinator

**Compensation:** In-Kind Room/Board

**Date:** December 2021

### Organizational 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 and to be an instrument of restoration and accountability. 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](http://www.restorativepartners.org)

### Job Overview:

The Night House Manager reports to the Resident Coordinator and their primary responsibility is ensuring that the home is a recovery home and works in a 12 step social and MAR model program. This position requires a team player with a restorative justice approach to their work. Working closely with the Housing & Treatment Team, ensures a safe, secure, trauma-informed, clean and sober living environment for people in recovery and reentry. House Managers pay special attention and/or facilitate, within the house, open lines of communication while maintaining accountability with the residents. **The Night House Manager will provide nightly coverage 9 PM - 6:30 AM.**

### Essential Duties & Responsibilities

- Maintain and model a solid program of recovery and ensure all residents do likewise (have a sponsor)
- Manage sign in and out logs to ensure the resident's activity is being well documented
- Conduct Room & Chore inspections daily to maintain house expectations
- Report facility maintenance needs to the Housing Assistant Coordinator
- Manage and distribute meds
- Responsible for client intake paperwork and reviewing house expectations
- UA testing & breathalyze as needed
- Monitor resident behavior/progress and communicate with the Resident Coordinator on verbal warnings and write-ups and documents as directed.
- Communicate facility needs to the Housing Administrative Coordinator
- Communicate resident needs to the Resident Coordinator ie: food, hygiene, client personal needs.
- Facilitate weekly house meeting
- Attend required training and monthly department meetings including Community

Workshop, CPR, and Motivational Interviewing.

## Requirements

- Valid Driver's License and Insurance
- At least one year clean and sober with a thorough understanding of the recovery process including step work, sponsors, meeting schedules, locations and attendance
- Understands the basic principles of the Restorative Justice approach to the criminal justice system through participation in RP training
- Attend at least 2 recovery meetings (NA or AA) per week
- If on Probation or Parole, must have a letter of support from officer or agent
- Clearance from CDCR
- Not currently a client of SLO County Drug & Alcohol Services
- High School Diploma or equivalency
- Must agree to Mandatory Vaccination Policy

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

Contact: Gus Chavez [gus@restorativepartners.org](mailto:gus@restorativepartners.org)/805-242-1272 ext. 175