



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

**Supervisor:** Resident Coordinator

**Date:** 7/18/2022

differential

**Department:** Housing

**FLSA Status:** Non-Exempt, Part-Time

**Compensation:** \$17.39/HR, Bilingual

+\$0.58 cents /hr

### 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 Housing Director and their primary responsibility is to ensure a safe, secure, trauma-informed, clean and sober living environment for people in recovery and reentry. This position requires a team player with a restorative justice approach to their work. 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 10 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
- Report facility maintenance needs to the Housing Resident Coordinator
- Bed and property checks
- Manage and distribute meds if needed
- Support Resident Coordinator with 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 household & resident needs to the Resident Coordinator ie: food, hygiene, supplies
- Facilitate weekly house meeting upon request
- Assist with transportation as needed if cleared by agency to drive

- Additional duties per Housing Director's request
- Attend required training and monthly department meetings including Community Workshop, CPR, food handlers training 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
- Can not be on probation or Parole
- Not currently a client of SLO County Drug & Alcohol Services
- High School Diploma or equivalency **(Required)**
- Must agree to Mandatory Vaccination Policy

## Physical Demands

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 20 pounds.*

## Work Environment

*This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*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.*

**To apply email a cover letter, resume, and application to Gus Chavez, Housing Director,  
[gus@restorativepartners.org](mailto:gus@restorativepartners.org)**