



Job Title: Night House Manager (Women's Home)

Supervisor: Resident Coordinator

Date: 11/17/2022

Department: Housing

FLSA Status: Non-Exempt (Full-time 32 hours)

Compensation: \$17.39-\$24.35/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

Job Overview:

The Respite 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 Respite 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
- Additional duties per Resident Coordinator'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
- Idea candidate must be clean and sober with a thorough understanding of the recovery process including step work, sponsors, meeting schedules, locations and attendance
- Willingness to learn and apply 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 within the last 3 years, must have a letter of support from officer or agent
- Not currently a client of SLO County Drug & Alcohol Services
- High School Diploma or equivalency
- 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.

Benefits

Vacation
Sick Time
Medical Insurance
Dental Insurance
Vision Insurance
Phone and Internet Stipend
Mileage Reimbursement
Retirement Plan (CalSavers)

Acknowledgment

I acknowledge that I have read the job description and requirements for the Respite Night Manager position and certify that I can perform these essential functions.

Applicant/Employee Signature

Date

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.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.