



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

**Supervisor:** Resident Coordinator

**Date:** October 2023

**Department:** Housing

**FLSA Status:** Non-Exempt (Part-time 16-20 hours)

**Compensation:** \$17.39-\$20.79/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 Resident Coordinator 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/out logs to ensure the resident's activity is being well documented
- Report facility maintenance needs to the Housing Resident Coordinator
- Nightly Bed Checks
- Nightly property checks
- Manage and distribute meds if needed
- Support Resident Coordinator with client intake paperwork and reviewing house expectations
- UA & breathalyzer testing as needed
- Monitor resident behavior/progress and communicate all relevant information to the Resident Coordinator daily
- Document all pertinent information in the daily house log
- 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
- Ideal 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
- Must be off probation or parole supervision
- 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

### 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

*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.*

### Benefits

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

### Acknowledgment

I acknowledge that I have read the job description and requirements for the 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.