



Position Description

Job Title:	Sober Living House Manager	Revision Date:	02/2019
Program/Department	Substance Abuse Department	FLSA Status	Non-Exempt
Reporting To:	Program Director of Designee	Salary Grade Level:	TBA

Position Purpose:

Primary responsibility of a **Sober Living House Manager** will be a live in position that maintains an environment that is safe, comfortable and secure for our residents.

Principal Responsibilities:

1. Engage all residents in conversations and activities that are edifying and stimulating.
2. Assign household chores to residents.
3. Monitor client’s rooms for cleanliness.
4. Ensure that clients have the items that they need (i.e. linen, hygiene products, clean clothes, etc.).
5. Ensure that all residents are properly respecting and maintaining common areas (esp. kitchen, living room, game room).
6. Monitor that residents are following house rules including curfew/lights out hours.
7. Observe and report any unusual behaviors or potential areas of conflict between residents.
8. Monitor proper use and functioning of appliances and other household equipment. Observe any unusual activities that may pose a safety or nuisance issue for the clients or neighbors.
9. Maintain inventory of all household supplies (i.e. cleaning supplies, cooking utensils, furniture, household keys etc).
10. Prepare bedrooms for all new residents entering into Homes (i.e. clean linens, dresser drawers, bedroom cleanliness etc).
11. Review Program and House Rules with all new residents and ensure client compliance with house rules.
12. Facilitate House Meetings, Community Meetings and a weekend Wrap Up or Life Skills Groups
13. Welcome and introduce new clients to all existing residents.
14. Assist in monitoring JWCH property to protect from damage and/or theft.
15. Communicate in a culturally sensitive manner as our client population is diverse.
16. Understand and apply State and County requirements per Title 22, Title 9, the SAPC DMC Provider Manual, and CCAPP Sober Living standards.
17. Perform other duties as assigned.

Requirements:

1. High School Diploma or GED
2. Must be 2 years clean and sober
3. A working knowledge of addiction, mental illness and homeless
4. Good verbal and written communication skills
5. Experience with sober living housing programs

Preferred:

1. Associate Arts Degree
2. Bilingual (English/Spanish) ability.
3. Experience working in a substance abuse program

Employee's Signature

Print Name

Date

Supervisor's Signature

Date

Human Resources Associate's Signature

Date