

**Greater Impact Inc.  
Position Description**

**Job Title: Recovery Residence Manager (non live in)**

**Classification:**

**Reports to: Recovery Director**

**Date Prepared/Revised: 1/28/2021**

**Greater Impact Inc. Mission**

Giving people a hand up in their time of need

**Greater Impact Vision**

To rescue one more

**Position in a Paragraph**

The Recovery Residence Manager is a full-time, not live-in professional with the responsibility of managing and coordinating the Recovery Residence. This includes duties related to administration, housekeeping, and daily living. This position works directly with women in early recovery, providing structure and support to women seeking to establish stable long-term recovery from a substance abuse disorder. The Recovery Residence Manager is also involved in supporting residents to develop recovery plans, teaching residents the skills needed to live in recovery.

**Goals and Expectations**

1. Manage/coordinate daily housekeeping
2. Oversee all daily operations of the Recovery Residence
3. Disperse/collect all assignments for each resident
4. Lead weekly "House Meetings"
5. Conduct room inspections
6. Assist with random drug testing/breathalyzing
7. You will assist with program entry and exiting procedures
8. Help the women with finding counselors, doctors, ect.
9. Uphold the house curfew
10. Hold one on one meetings with each of the residents
11. Meets with the Recovery Director once a week
12. Communicates with the Recovery Director sharing successes and struggles that are taking place
13. You will set the tone/culture by being present, engaged, and involved with each resident
14. Help residents transition to housing in the community
15. Be on call for all emergencies or needs that the residence may have

## **Qualification Requirements**

1. High level of honesty, integrity, and confidentiality
2. Must be willing to provide random drug tests
3. Must be willing to submit to a background check
4. Maintain organized records
5. Communicate effectively both orally and in writing
6. Interact appropriately and professionally with residents
7. Must be able effectively handle emergency/crisis situations as they arise
8. High School Diploma, GED, or willingness to obtain GED
9. MUST have 2 or more years of sustained recovery from a substance abuse order
10. Willingness to obtain additional education and utilize new curriculum as needed
11. Must be able to spend hours at the residence, including most nights and weekends.
12. Must be able to be available for emergencies day or night
13. Must have minor house maintenance/repair skills
14. Proficient with basic office software (dropbox, gmail, google calendar, google drive, ect.)
15. Knowledge of community resources

## **Primary Areas of Responsibility (Weighted)**

- Administration (20%)
  - Assist with administrative responsibilities
  - Become familiar with the intake process
  - Produces program budget
    - Reports monthly funding need to the Community Coordinator
- Case Management (50%)
  - Execute individual coaching and case management to ensure personal recovery and relapse prevention and life skills as needed
  - Assist residents in resourcing programs to fit each individual need (counseling, dr, job service, medicaid, ect.)
  - Assist residents in obtaining adequate housing when graduating the program
  - Have individual meeting with each resident to ensure they are on track and accomplishing their goals
- Record Keeping (10%)
  - Maintain all records on operations and client progress
  - Maintain organizational and client records
  - Provide data as directed by the Recovery Director
- Fundraising (20%)
  - Raises financial support necessary for the Recovery Residence Manager
  - Help with any and all fundraisers with Greater Impact

**Candidate Profile**

The successful candidate for this position must be drug free, able to maintain organized records, communicate effectively, interact appropriately and professionally with women who are working on their recovery, must hold confidentiality to the highest, and also be able to effectively handle emergency/crisis situations as they arise.

**Necessary for success in this position**

1. Organized and able to manage multiple projects at once.
2. Motivated self-starter
3. Montana driver's license with reliable, insured transportation
4. Previous volunteer background and experience
5. Completion of the 12-steps of Recovery
6. It is necessary to be understanding and compassionate towards recovery
7. Be able to handle stressful situations and resolve any conflicts that may arise

**Physical Demands**

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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.

<b>Activities</b>	<b>Frequent</b>	<b>Occasional</b>
Lifting (6-50 lbs)		X
Driving (local/in area)	X	
Out of area travel		X
Walking	X	
Hearing	X	
Speech (Verbal Communication)	X	
Repetitive Hand Movements (Typing)	X	

## **Work Environment**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment ranges from quiet to noisy with regular distractions. The qualified individual must be able to filter distractions, focus upon any given task, and multitask when necessary. The work environment can include but is not limited to: office environment, indoor/outdoor auto shop, indoor/outdoor construction site, client homes, community agencies, and board meeting settings.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

## **Salary and Benefits**

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- Salary determined annually by Board of Directors and commensurate with education and experience.

## **Reporting Relationship and Review of Performance**

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The Recovery Residence Manager reports directly to the Recovery Director of Greater Impact Inc.

### Probationary Period of Employment

- Employment is defined as “at-will” during the defined probationary period of six months.
- *At-will* employment means that either you or the Board of Directors may terminate employment at any time, for any reason, with or without notice/cause during the probationary period.
- Upon completion of the defined probationary period, the Board of Directors must demonstrate “good cause,” as outlined in state law, to legally terminate employment.

### Review of Performance for Recovery Residence Manager

- Review of performance will occur following the six-month probationary period, and then on an annual basis, based upon employee date of hire.
- Review of performance (attached) will be completed collectively by the Recovery Director. The tool includes employee self-reflection, employee supplied evidence of effectiveness, as well as evaluative feedback from the Recovery Director.

**These policies and employment agreements supersede any previous policies and agreements, verbal or written, that may have been distributed previously. Your signature on the acknowledgement is a certification that you have received a copy of these policies as updated. These policies are subject to change at any time at the discretion of the Recovery Director.**

I acknowledge receipt of this position description and the policies held within.

\_\_\_\_\_  
Signature Date

I acknowledge the following employment dates:

- Six-month probationary period start date
- Six-month probationary period end date

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Signature Date