



Job Description

Residence Manager

Purpose: The Residence Manager is a full-time position with the responsibility of managing and coordinating the Butte SPIRIT Women's Home. This includes duties of resident support, administration, coordination of care, housekeeping, and daily living. The position works with Residents in early recovery, providing structure and support to establish stable long-term recovery from substance use disorder.

Essential Functions:

- Act as a role model in recovery for the residents of the Butte SPIRIT Home by modeling sobriety, work ethic and excellent interpersonal skills
- Participate in screening potential Residents
- Admit and orient new Residents to the Butte SPIRIT Home
- Develop a peer/coach relationship with Residents
- Facilitate House Meetings, Community Meetings and/or Life Skills Groups
- Provide Care Management services for all residents during their stay at the Home
- Teach Residents how to utilize available support systems in the community
- Assist the Board of Directors in coordinating care with external service providers
- Provide other Treatment Team members with ongoing feedback regarding Resident behavior to assist in the determination of programming
- Provide management of the home, upkeep, schedule repairs, grocery shopping, keeping inventory of household supplies, documenting and remediating safety issues, and monitoring the home to protect from danger
- Provide crisis intervention and mediation as necessary
- Enforce the house rules, including assignment of household chores to residents.
- Complete documentation of Resident information, including activities performed or interventions provided as part of the service delivery process, to be documented and monitored in Resident case files
- Organization and maintenance of documentation of written client information
- Monitoring of Resident finances, receiving and recording payments for program fees
- Provide feedback to the Board of Directors on maintenance, safety, programming, and Resident progress
- Assume additional duties as assigned by the Executive Director

Work Schedule & Status:

Full-Time, Hourly, Non–Exempt Position. Approximately 40 hours per week. Involves working sometimes varied days and hours. Most hours are worked while unsupervised.

Materials and Equipment Used:

Telephone; fax machine; general office supplies; computers; motorized vehicles; breathalyzer; and urinalysis collection cups; Behave Health Electronic Health Record Software

Compensation:

Competitive salary compensation (including major medical, dental and vision benefits, if desired) will be discussed based on experience and at the discretion of the Board of Directors and is not to exceed \$47,000/year in total compensation for a full-time employee.

At Butte SPIRIT Center we care about the health and safety of our employees. Butte SPIRIT Center requires applicants to complete a pre-employment screening process upon receipt of an offer of employment. We require and cover the cost of a fingerprint background screening, physical, Tuberculosis test, and drug screen after an employment offer is made. Any employment offer is contingent upon receipt of all satisfactory pre-employment screenings.

Requirements Qualifications and Skills:

- High School Diploma or GED
- Must be a minimum of 2 years clean and sober
- Requires typing and computer competency, including Windows applications for moderate levels of typing case notes, client records, client intake, and house documents
- A working knowledge of addiction, mental illness and homelessness
- Must possess excellent verbal and written skills along with the ability to create clear and concise reports
- Valid MT Driving License
- Flexible on call schedule; requires maintaining a visible presence in the SPIRIT House.

Preferred Qualifications, Traits and Skills:

- 4 Year Bachelors Degree
- Certified Behavioral Health Peer Support Specialist in the State of Montana
- House maintenance/repair skills
- Experience with sober living housing programs
- Experience working in a substance abuse program
- Knowledge of community resources
- Desire to share personal experience, strength, and hope with newcomers to recovery

To Apply: Cover letter and resume *including professional and character references* should be sent to director@buttespirit.org