

## **Live-In House Manager for Male Sober Living Home**

15 Bed Male Sober Living Community in the Arcadia area of Phoenix, Arizona is looking for a Live-In Male House Manager. Small but fast-growing company with an enthusiastic and dedicated staff. Looking for a skilled and insightful person to join our team who is eager to provide excellent service to our clients at our Sojourn Men's Community.

Salary: Depending on Experience

Employment Type: Full-time, Part-time

### Requirements:

High School Diploma/GED

Minimum of 1 year sobriety, actively working a 12-step program

Basic understanding of the recovery process and alcoholism/addiction, can "speak the language of the 12 steps"

Passion and desire for helping others in recovery

Valid Arizona Driver's License - Clean DMV record

### Duties:

Maintain an environment of accountability, trust and support

Complete breathalyzer and urine analysis of clients

Hold morning meditation & nightly check in for clients

Prepare meals for clients & manage grocery shopping

Confirm all clients return home by curfew nightly

Hold weekly house meetings on Sunday evenings

Attend weekly meeting Friday nights at 7pm

Attend weekly all-staff meeting on Mondays at 1:30pm

Complete intake of new clients

Delegate and inspect weekly chores

Possibly providing transportation for clients to and from IOP or 12 step meetings

Reports to: Director of Business Development