

Live-In House Managers for Female Sober Living Home

Women's Sober Living Community is looking for Live-In Female House Managers to work at our Arcadia and North Scottsdale homes. Small but fast-growing company with an enthusiastic and dedicated staff. Looking for skilled and insightful people to join our team who are eager to provide excellent service to our clients at our women's homes.

Salary: Depending on Experience

Employment Type: Full-time

Requirements:

High School Diploma/GED

Minimum of 6 months of 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 & transportation - 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 dinner for clients Sunday-Thursday & manage grocery shopping

Confirm all clients return home by curfew nightly

Hold weekly house meetings on Sunday evenings

Attend weekly AA meeting Friday nights at 7pm

Attend weekly staff meeting on Mondays at 11:30am

Complete intake of new clients

Delegate and inspect weekly chores

Fill-in for house managers at other homes as needed

Tour new clients through the home

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

Reports to: Director of Operations