

Position Summary:

The Prop 47 House Manager supervises the operation of a housing program in Novato for five women with a history of trauma, homelessness, substance use and involvement with the judicial system. This is a Housing First program, working to help participants change substance use behavior in order to maintain housing and seek employment and increase their independent living skills. The primary role of the Prop 47 House Manager is to maintain a safe, sober, supportive environment for residents while maintaining appropriate and professional boundaries with residents.

The house manager will monitor the status of the house, ensure all rules and regulations of the house are being complied with, look out for potential conflict among participants, conduct random drug tests and room checks, participate in house meetings and group activities, ensure supplies are stocked at all times, report needed maintenance repairs. The house manager will live on site and pay a highly reduced portion of rent while also being paid for their regular hours.

Schedule: Part-time, Non-exempt, 12 hours/week, Monday-Friday with occasional evenings and weekends as needed.

Duties and Responsibilities:

- Contributes to providing quality service in whatever capacity is required in accordance with skills and training.
- Maintains awareness of trends and best practices and is proactive in continually acquiring knowledge in fields related to trauma-informed care, substance use disorders, mental health treatment, crises management, and homelessness
- Adheres to principles of Housing First Approach
- Participates in SVDP meetings and on committees as required and appropriate
- Knows, abides by and if appropriate enforces SVDP Policies and Procedures
- Promotes unified, team-oriented atmosphere in all communications and actions
- Is professional in appearance and demeanor
- Promote positive interactions through role modeling and effective conflict resolution and healthy communication skills
- Develop and maintain positive relationship with all residents
- Facilitate regular house meetings and group activities with residents
- Ensure all House Rules are followed by all residents
- Keeping Program Manager immediately informed of interpersonal issues between residents, behavioral issues, relapses, and other infractions of rules to be addressed immediately
- Remain supportive of residents despite individual setbacks
- Handle crisis situations in a calm, quick and efficient manner
- Ensure that residents are accounted for every evening by sign in sheet
- Transport clients as necessary to eligibility, psychiatric, medical and substance use appointments when requested by Program Manager

- Ensure that the residence is maintained in a state of good repair, clean and free from hazards utilizing repair vendors as needed, purchasing, and managing household supplies, collecting monthly contribution from all residents for household supplies
- Attend and participate in weekly house meetings and group activities
- Additional duties may be assigned by supervisor

Qualifications:

- Living sobriety for a minimum of 1 year
- Experience with and commitment to evidence based models of substance use treatment such as Harm Reduction and Motivational Interviewing skills.
- Current or working towards CADC/Chemical Dependency Certificate, or a minimum of 3 years working with substance use population.
- Must be female to meet the gender based occupational requirement resulting from the sensitive nature of our client's traumatic histories, shared bathrooms and living space in an all-female home.
- Excellent interpersonal and communication skills required.
- Demonstrated ability to be empathic, understanding, and approachable.
- Ability to mediate conflict resolution, crisis intervention and basic counseling skills.
- Demonstrated ability to detect behavioral changes within clients that may indicate a future relapse or mental health crisis.
- Basic understanding of trauma and exploitation.
- Basic understanding of mental health diagnosis, symptoms, and treatments.
- Mediation, psychology, or social service background a plus
- Must be able to transport clients and have a valid California Driver's License with clean DMV record.

In addition, the candidate must be able to:

- Demonstrate a strong work ethic as well as demonstrate a commitment to working well with others.
- Work respectfully and demonstrating sensitivity with people from diverse socio-economic backgrounds.
- Work independently with minimum supervision and maximum accountability.
- Demonstrate effective written and oral communication skills, including the ability to effectively articulate the SVDP mission, vision, and message.
- Demonstrate strong problem-solving skills.
- Ability to work non-traditional hours as needed (evenings, weekends, and holidays).

Work Environment:

- The work environment is consistent with a social services environment requiring sensitivity to clients, volunteers, and visitors both indoors and outdoors.
- Demonstrate a commitment to the St. Vincent de Paul Society's goals and Statement of Conviction, adhere to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty, and maintaining strict confidentiality of all agency and client related information.
- Travel independently and timely for work purposes.

- Must be able to lift 25lbs, sit on floor and rise from floor, bend, stoop, reach, squat, and walk upstairs unassisted to access multiple workspaces.

Compensation:

- \$15 to \$18 per hour, depending on qualifications, and the ability to live on-site at a highly reduced rent.

Please submit a resume and cover letter explaining why you are interested in this position and how your experience and background apply to recruiting@vinnies.org.