

Queen of Peace Center House Manager

As a member of the Federation of Catholic Charities of St. Louis, the mission of Queen of Peace Center is to break the cycle of substance use disorders for women, children and families through family-centered behavioral healthcare. As demonstrated by the life of Jesus Christ, Queen of Peace Center works to build a future of peace for families.

POSITION SUMMARY

Full-time position responsible for establishing and maintaining a warm and accepting environment while simultaneously creating a firm, kind and consistent atmosphere where residents increase their coping skills and move toward an independent lifestyle foundational to long term recovery.

DUTIES & RESPONSIBILITIES

- Maintain an alcohol and illicit drug free environment including the misuse of prescription and OTC medications.
- Screen, interview, and select residents who apply to reside in a Recovery House.
- Orient new residents to program rules and procedures.
- Screen belongings and conduct drug/alcohol tests on residents when required.
- Monitor resident activities and hold residents accountable with regard to adhering to house rules.
- Ensure that each resident has a Recovery Plan within 1 week of becoming a resident of the Recovery House.
- Participate in community meetings and recovery events representing QOPC in a professional manner.
- Facilitate a House Meeting on a weekly basis.
- Collect information related to incidents and report incidents in accordance with QOPC Policy & Procedure.
- Meet individually with each resident on a routine basis assisting the resident with transition planning and access to needed community resources.
- Assist residents who do not have the ability to pay for housing to access funds to support their housing.
- Collect program fees from residents.
- Responsible for transporting clients when needed.
- Assign and coordinate house chores, cleaning duties and inspect premises for cleanliness.
- Teach residents how to perform daily household chores and keep a daily schedule.
- Attend regular treatment team staffing, in-services and team building activities.
- Assist with staff scheduling to ensure adequate direct care staffing to provide support and

security to the premises.

- Respect the privacy and personal rights of all residents through HIPAA and Recovery Housing Code of Ethics
- Perform other duties as assigned.

KNOWLEDGE & EXPERIENCE REQUIREMENTS

1. Minimum of High School Diploma or GED; Certified Peer Support Specialist preferred
2. At least two years in recovery and actively participates in self-help groups AND at least 12 months totally abstinent
3. Be willing to submit random alcohol and drug testing at the request of MCRSP or Queen of Peace Center to ensure integrity of program
4. Ability to manage time well and finish tasks in an efficient manner
5. Demonstrate leadership and professionalism

Interested candidates should send resume and cover letter to Amber Simpson, asimpson@ccstl.org.

EOE