

THE RIDGE HOUSE, INC.
Job Description

House Manager/Peer Recovery Specialist

Qualifications:

Reports to Clinical Director. Peer Recovery Specialist shall work 40 hours per week. Primary work location shall be on site at the residential facility for which hired. However, Peer Recovery Specialist shall have access to all equipment available at The Ridge House, Inc. administrative offices.

Qualifications:

1. Have a minimum of 1 year of sobriety if in recovery.
2. Demonstrate efficient communication skills and the ability to work as a team member.
3. Must be self-motivated and be able to set goals for him/herself.
4. Demonstrate maturity of judgment, attitude and life skills.
5. Must demonstrate an ability to adapt to change and remain flexible.
6. Will be able to confront, in an appropriate manner, negative attitudes and behaviors of residents.
7. Demonstrate awareness of domestic needs in the house, and have the ability to plan and organize to meet those needs. By his/her actions, the relief manager should demonstrate desired qualities of responsibility, community involvement and interaction, following the rules and principles of society, and positive work habits so that behavior desired for residents will be modeled.
8. Comply with drug free workplace.
9. Must have high school diploma/GED.
10. Knowledge of criminal justice system as it applies to residents on parole/probation
11. The Peer Recovery Specialist will demonstrate experience in working effectively with felons and pertinent government representatives.
12. Will participate in 2 SAPTA approved continuing education classes specific to Ethics and Confidentiality within 6 months of hire paid for by Ridge House.
13. Must have valid driver's license and be insurable.

Responsibilities:

- 1) Maintain residence in The Ridge House, Inc. providing night coverage of the facility and residents
- 2) Confer with the residents regarding their needs, adjustment to society and problems which may arise within the house
- 3) Coordinate household duties, including cooking, cleaning, yard work and general maintenance
- 4) Inform Primary Counselor/Clinical Director or other staff persons of any problems, including infraction of house rules or conditions of parole/probation as soon as possible
- 5) Be responsible for purchase of food and other household items (food bank, grocery store, etc.)
- 6) Be responsible for assisting patient in filling out food stamp application and meeting with Food Stamp Division Institutional Worker. Upon completion of probationary period, Peer Recovery Specialist (House Manager) will be listed as primary authorized representative for residents.
- 7) Attend staff meeting and patient staffing weekly
- 8) Insure all new residents comply with TB testing procedures
- 9) Orient new patients to facility
- 10) Coordinate with Primary Counselor to insure intake paperwork is signed and submitted in a timely manner.
- 11) Utilize agency vehicle for The Ridge House, Inc. business only. Must insure agency vehicle is not utilized by any unauthorized persons or for personal use.
- 12) Other duties as assigned.

Signature of Employee

Date Signed