



**Title:** House Coordinator (Full-time/Part-time)

**Reports to:** Regional Manager

**Job purpose:** To provide oversight, coordination and support for VFOR house members living in one or more of our Recovery Homes.

**Key responsibilities:**

1. Coordinate, attend, and facilitate weekly house meeting(s).
2. Foster and maintain a living environment that is substance free and provides a healthy, non-discriminating, supportive, family-like atmosphere that values diversity.
3. Honor multiple paths to recovery.
4. Provide support and guidance to Members in their recovery, career building, and life goals.
5. Foster and maintain a working relationship with landlord(s).
6. Respond to house/apt property and member needs, including off-hours emergencies.
7. Perform all duties involved in welcoming and parting with members.
8. Maintain an alcohol and substance free environment.
9. Hold members accountable to VFOR policies and expectations including administering UAs.
10. Collect and deposit weekly membership dues as well as keep financial records.
11. Document information electronically using various computer systems.
12. Acquire, support and maintain a volunteer house mentor(s).
13. Be a member of the Operations Team if needed- including attending the weekly meeting.
14. Build relationships with the local community.
15. Regularly communicate and report pertinent information regarding houses overseen to the Regional Manager or Operations Director following agreed upon protocols.
16. Attend training to develop relevant knowledge and skills.

**Knowledge, Skills and Attributes:**

- Clear, constructive communication
- Ability to set personal and professional boundaries
- Reliable vehicle and valid driver's license
- Problem solving
- Customer service
- Flexibility
- Organization
- Proficient with technology
- Time-management
- Ability to handle stressful situations and work well under pressure
- Ability to work independently and as part of a team
- Lived experience in recovery from Substance Use Disorder preferred
- Knowledge and experience managing recovery homes preferred

**Scheduling:**

- Must be able to work weekends, some holidays, days, nights, and be on call for possible emergencies.