



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:

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