



Title: Regional Manager (Full-time)

Reports to: Director of Operations

Job purpose: To provide oversight, coordination and support for all aspects of VFOR recovery homes.

Key responsibilities:

- Oversee all VFOR properties within designated portfolio and the House Coordinators who support them.
- 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.
- Support House Coordinators and hold them accountable to overseeing VFOR homes and supporting VFOR house members. Foster a positive and supportive work environment that promotes teamwork and professional growth.
- Provide 1 on 1 training to House Coordinators on policies, day-to-day duties of their role, and any other pertinent matters.
- Assist House Coordinators in resolving any issues that arise within a VFOR home including but not limited to structural, financial, behavioral, or personal issues.
- Provide leadership and support during crisis situations, including emergencies, conflicts, or return to use situations, ensuring appropriate protocols are followed to safeguard member safety and well-being.
- Hold members accountable to VFOR policies and expectations including administering UAs.
- Support homes directly anytime House Coordinators are not available.
- Ensure compliance with all relevant laws, regulations, and certification standards.
- Prepare regular reports on performance, outcomes, and compliance metrics.
- Monitor and evaluate the effectiveness of policies and procedures, implementing improvements as necessary to ensure optimal outcomes for members.
- Regularly communicate and report pertinent information regarding homes overseen to the Director of Operations following agreed upon protocols.
- Be a member of the Operations Team including attending the weekly meeting.
- Build and maintain relationships with community partners, landlords, stakeholders, and referral sources to enhance support networks and resources available to members.
- Attend training to develop relevant knowledge and skills.

Knowledge, Skills and Attributes:

- Excellent communication, interpersonal, and problem-solving skills
- Ability to set personal and professional boundaries
- Demonstrated leadership experience, including staff supervision, program development, and strategic thinking
- Compassionate, empathetic, and culturally sensitive approach to working with diverse populations with a focus on customer service
- Organized, detail-oriented, and exhibit follow-through on tasks and goals, strong time management skills
- Ability to handle stressful situations and work well under pressure
- Ability to work independently and as part of a team
- Ability to travel throughout the state as needed
- Lived experience in recovery from substance use disorder preferred
- Knowledge and experience operating recovery homes preferred

Scheduling:

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