![\\SBSSERVER\Users\QuanTobey\My Documents\MWT Revised Logo (11-29-07)[1].jpg]()Mashpee Wampanoag Tribe

483 Great Neck Rd., South Mashpee, MA 02649 Phone (508) 477-0208 Fax (508) 477-1218

**Job Title:** Men’s Recovery Residence Manager

**Location:** Mashpee Wampanoag Tribe Sober House, Mashpee, MA

**Reports To:** Vice-Chairman or Designee

**Status:** Live-In

**Salary Range:** $200-$500/weekly

**Summary:**

The Mashpee Wampanoag Tribe is seeking a Recovery Residence Manager for an all- men Recovery Residence. This position requires a detail-oriented individual with leadership skills and a passion for helping others recover from substance use disorder. The Recovery Residence Manager is a full-time, live-in professional with the responsibilities of managing and coordinating the Recovery Residence. The duties include, but are not limited to administration; maintain residents’ records; housekeeping; effective communication with residents; model appropriate behavior, and improve their daily living skills while developing community supports.

The Recovery Residence Manager will work with men in early recovery providing structure and support to men seeking long-term recovery. The Recovery Residence Manager works as part of a team and receives regular non-clinical supervision.

Candidates must be able to effectively handle emergencies and crises situations as they arise.

**Essential Duties and Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

* Welcome and introduce new residents to the Recovery Residence along with living agreement packet.

**Essential Duties and Responsibilities (continued):**

* Ability to perform 10-12 drug-test panel screenings upon resident admission.
* Communicate in a culturally sensitive manner due to our diverse resident population.
* Review Recovery Residence rules with all new residents and ensure compliance.
* Engage all residents with positive communication and activities that arise and strengthen one’s confidence, and self-esteem.
* Prepare bedrooms for all new residents entering into the Recovery Residence (i.e., clean linens, dressers, etc.)
* Ensure residents have all items that are needed (i.e., hygiene products, clean clothes, etc.)
* Assign and rotate household chores.
* Monitor rooms to ensure cleanliness.
* Monitor residents’ following house rule including curfew/lights out.
* Observe and report any unusual behavior or potential areas of conflict between residents to the supervisor.
* Observe and report any unusual activities that may pose a safety or nuisance issue for the residents or neighbors to the supervisor.
* Ability to monitor and assess drug use or activity with the proper protocol for drug-testing.
* Maintain inventory of all household supplies (i.e., cleaning supplies, cooking utensils, furniture, household keys).
* Monitor proper use and functioning of appliances and other household equipment.
* Facilitate Resident Meetings, Community Meetings, and a Weekend Wrap-up or Life Skills Group.
* Transport Recovery Residents to weekly community recovery meetings.

**Competencies:**

* Possess ability to work cooperatively with internal and external agencies.
* Identifies and resolves problems in a timely manner.
* Ability to manage difficult or emotional situations; responds promptly to needs.
* Maintains a high level of integrity and ethical conduct regarding confidentiality, dual relationships, and professional stature.
* Writes clearly and informatively; edits work for spelling and grammar.
* Shows respect and sensitivity to Native American traditions and culture.
* Follows policies and procedures.
* Adapts to changes in the work environment.
* Follows instructions, responds to management direction.
* Exhibits sound and accurate judgment.
* Treats others with respect and consideration.

**Qualifications:**

**Minimum Education/Experience:**

* High School Diploma or GED.
* Must be a minimum of 3 years sober actively working the recovery program.
* Understanding of the Red Road to Wellbriety and/or 12 Steps of NA and AA philosophy.

**Preferred Education/Experience:**

Knowledge and skills working with Substance Use Disorders and Mental Disorders.

**Certificates and Licenses:**

* **Must** be Narcan trained
* **Must** be certified in CPR/First Aid and Medication Management **or** obtain certification within **30 Days** of hire, and **must** possess a **valid driver’s license.**

**Additional Requirement:**

**Must** pass a **CORI** criminal background check and **drug screen.**

**Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.A., Section 472)**

**Apply to:**

**Kayla Gomes, Human Resources Mashpee Wampanoag Tribe 483 Great Neck Road South**

**Mashpee, MA 02649** **Kayla.Gomes@mwtribe-nsn.gov**

 **Or call**

**The Men’s Healing Lodge @ 508-681-0060**