



Restorative Partners

A Safer Community Where Everyone Belongs

Job Title: Housing Manager
Supervisor: Monique Salas
Compensation: Room/Board

Department: Reentry
Date: 8/15/19
Location: Los Osos

Organizational Overview:

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey and to be an instrument of restoration and accountability. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion.

Job Overview:

The Housing Assistant works closely with Restorative Partner's Reentry Team to assure that the house is running smoothly and residents are following the rules and maintaining sobriety while working a solid program. House Managers facilitate, within the house, open lines of communication while maintaining accountability with SLE residents. We utilize a social model, so must be willing to facilitate and support the 12 Step Model of Recovery. All work is done with an understanding and practice of a restorative justice approach to internal and external, employee and partner relationships.

Essential Duties & Responsibilities

- Maintain a solid program of recovery and assure all residents do likewise (have a sponsor)
- Play a lead role in offering Relapse Prevention assistance to all residents
- Assist with transportation as needed
- Provide overnight and general supervision of house residents, especially during resident blackout period
- Responsible for client intakes including drug testing (at intake and periodically to insure sobriety)
- Monitor resident behavior/progress and track in Recovery Home Log
- Distribute medication and input data in daily medication log
- Supervise daily chores, ongoing cleanup and maintenance tasks as needed
- Coordinate Restorative Partners programming
- Embody house expectations and monitor/ensure compliance in the residence
- Communicate daily with Housing Coordinator concerning household and resident needs
- May assist with weekly food bank runs as well as maintaining ongoing food and supply inventories
- Co-facilitate weekly house meeting and supervise Sunday double scrub
- Attend periodic trainings and staff meetings

Transforming lives through healing services and relationships

Requirements

- Valid Driver's License and Insurance
- At least one year clean and sober with a thorough understanding of the recovery process including step work, sponsors, meeting schedules, locations and attendance
- Understands the basic principles of restorative justice approach to the criminal justice system
- Attend at least 2 recovery meetings (NA or AA) per week
- Not currently a client of SLO County Drug & Alcohol Services
- Attend RP staff/volunteer orientation
- High School Diploma or equivalency

To apply complete an application and submit to Monique Salas, Associate Director, at monique@restorativepartenrs.org

Application available at <https://www.restorativepartners.org/join-our-team.php>