

RECOVERY HOME: FEMALE LIVE IN MANAGER NEEDED

Are you looking for a satisfying living experience working with recovering women?

If so, we are looking for YOU!

Miracle House

(A Woman's Half-way House) of Des Plaines is looking for a Resident Manager.

Requirements:

- Minimum of 2 years of sobriety preferred
- Great opportunity for a single or retired woman
- Includes room, board, food, laundry facilities
- Pay is included

Qualifications:

- The candidate for this position will be compassionate, patient and strong minded.
- They **MUST** be able to separate themselves from the residents & dispense discipline when necessary.
- A woman in recovery will be the best fit.

Hours:

The Resident Manager shift starts Sundays at 4:45 PM and ends Fridays at 4:45 PM. You may leave the house AFTER 8:00 AM each day for your job, but must return by 4:45 PM. The Resident Manager is off duty and must leave the premises for the weekend by 4:45pm Friday, not returning until 4:45 PM Sunday evening. This schedule provides the Resident Manager the opportunity to relax away from house.

Job Duties:

This position includes, but is not limited to the day to day responsibility of running a 5 bed facility.

- Daily management of the house
- Support and enforce resident rules (including completion of daily chores)
- Discipline residents with consequences or ask them to move out of the house when appropriate.
- Conduct weekly meetings with residents to collect rent, assign chores and secure weekly schedule.
- Work directly for the Resident Manager Supervisor and very closely with the Board of Directors.
- Conduct telephone interviews and schedule in person interviews for potential residents.
- Check new residents into house and conduct orientation.
- Periodically perform searches of residents' rooms and belongings.
- Do weekly grocery shopping and weekly menu planning with residents

Contacts:

If you are interested in this position and would like to schedule an interview please send your resume or questions to MiracleHouseDP@yahoo.com

You may also mail your resume to:

Miracle House
Attn: Resident Manager Search Committee
510 E. Oakton
Des Plaines, IL. 60016
or Marajane 708 602 9499
afriend01@aol.com