

Position Requirements and Expectations Description

Leamington Community Hope Centre

Date Issued 2024-07-31

Please send resume and cover letter to:

Jennifer Hyde

Executive Director

jhyde@lchope.ca

Live-In Women's Recovery House Manager		Position ID:
Direction received from / Reporting to:	Executive Director- Jennifer Hyde	
Position Summary and Purpose		
The Recovery House Manager is the front-line support person for our women's home. She oversees all aspects of the house, along with acting in a supportive role to the Leamington Community Hope Centre. She must be comfortable and have a passion for supporting those experiencing homelessness, addiction, mental health challenges, or sexual trauma.		
Educational and Experiential Qualifications		
Education: -Formal education is not a necessary requirement. Working towards a diploma/degree is an asset.	Special Knowledge/Skills: - Ability to empathize with people in difficult situations. - Ability to work well with people from different backgrounds and cultures. - Compassionate to those struggling and needing support. - Personal experience with addiction, mental health challenges, homelessness etc is an asset.	
Experience: -First hand knowledge and experience with addictions and/or homelessness. -Walking through a recovery journey either with a family member or personally is desired.		
Key Responsibilities		
-Provide ongoing live-in support for those women living in the home. -Oversee all house management tasks. -Create chores schedule and enforce adherence. -Ensure recovery program requirements are met (meeting attendance, counselling requirements, curfew, etc). -Create a safe and welcoming culture within the home. -Build network with community partnerships. -Assist with life skills training with support from the Hope Centre team (budgeting, meal planning, job searching etc)		
Expectations / Accountabilities		
The Live-In Recovery House Manager is responsible for overseeing all house responsibilities and program requirements. She will work in conjunction with the Hope Centre team and be supported by a House Leader (not live-in). Work responsibilities will be balanced with personal time. The House Manager is welcome to leave or stay during personal time. Life experience is more important than education or work experience in this position. She must be able to handle strong personalities and be comfortable in sensitive situations. Our women's home will offer a safe place for those experiencing addiction, mental health challenges, homelessness and sexual related trauma. The Live-In House Manager does not need to be an expert, but has the ability to support the recovery process and partnerships in those fields. This role will come with a base salary, free rent, and all groceries will be provided. The Leamington Community Hope Centre is a faith based non-profit organization. We host and facilitate multiple programs including a nightly drop-in, a church service, multiple recovery meetings, counselling, life skills classes, and currently two transitional recovery homes. Please see our website for more details www.leamingtonhopecentre.ca		