



Job Title: Recovery Home Supervisor

Program Function: Housing and Program Management

Commitment: FLSA, Full-Time

Reports To: Executive Director

Position Overview

Reporting to the Executive Director, the Recovery Home Supervisor has the prime responsibility for managing the daily operations of the recovery home, a residential facility for women experiencing homelessness and seeking recovery from substance use disorders. This includes, but is not limited to:

- Staff supervision, mentoring, and professional development;
- Resident relationship building and behavior management;
- Physical facility, operations and program oversight.
- Reporting, communication, and documentation requirements; and
- Assistance to the Executive Director with program and operational issues.

In addition to the duties outlined in this job description, the Recovery Home Supervisor may if needed fulfill the duties of his/her assigned direct reports, and handle other responsibilities assigned by the Executive Director.

To Apply: Email cover letter and resume to info@sscoh.org for full consideration.

About Southside Center of Hope

Southside Center of Hope's mission is to provide a safe and healing community for women recovering from substance use disorders, trauma, and mental illness. Since 1983, Southside Center of Hope has helped hundreds of women escape homelessness, put them on the road to recovery, and help them reintegrate into their communities. Southside Center of Hope utilizes a holistic approach to recovery that integrates mental, spiritual, and physical wellness with housing, education, skill building, job placement services. As a non-profit organization, the highly-structured and community-based residential and supportive services provided to women and their children are 100 percent charitable.

Southside Center of Hope is an **Equal Opportunity Employer**. At Southside Center of Hope, we believe investing in our employees and creating a supportive environment is essential to our mission. Therefore, we offer a competitive compensation package, including paid time off, health, vision, dental, and life insurance.

Essential Duties

- Recruit and supervise staff including three-night monitors, three recovery coaches, cook and on-call staff; and manage interns.
- Provide mentoring and training to staff through meetings, one-on-one supervision, and performance evaluations.
- Provide direct service to residents which may include individual counseling, case management and conducting groups.

- Conduct outreach for referrals and develop linkage agreements with external service providers.
- Review files of prospective residents, conduct screenings, and facilitate new resident orientation.
- Secure adequate staff coverage and fill in when direct reports call off or take vacation.
- Be on-call to provide crisis management and intervention to support staff after hours.
- Ensure residents adhere to all program and community rules and address any violations or behavior concerns.
- Conduct room inspections and fire drills.
- Facilitate weekly community meeting with the residents to build rapport, address concerns, and make announcements.
- Plan internal and external social activities for residents.
- Promote efficient and effective use of Center resources, including both labor and consumable supplies.
- Assist the Executive Director with the management of the Child and Adult Food Program.
- Responsible for ensuring adequate supplies are stocked.
- Identify problem areas in systems and operations and makes recommendations for improvements to the Executive Director.
- Prepare monthly reports as required by the Executive Director.
- Perform other duties as assigned by the Executive Director.

Qualifications

- Minimum Bachelor's degree and Certification as a Certified Drug and Alcohol Counselor (CADC) from the Illinois Alcoholism and Other Drug Abuse Professional Certification Association (IODAPCA) is required; Master's degree Preferred.
- Minimum 3-years' experience in human services or case management. Experience in substance abuse recovery is desirable
- Minimum 2 years management/supervisory experience preferred.
- Working knowledge of addiction treatment, including as understanding of the 12-step program for addiction recovery
- City and State Food and Sanitation License (or must obtain within 90 days of hire).
- CPR Certification (or must be able to obtain within 90 days of hire).
- Maintenance of a valid Illinois driver's license with no suspensions within the last three years prior to hire.
- Intermediate computer skills, including knowledge of Microsoft Office Suite (Word, Excel, PowerPoint and Outlook) and Google Workspace
- Ability to communicate clearly verbally and in writing.
- Ability to meet documentation and reporting requirements in a timely manner
- Available to work a flexible rotating shift that includes mornings, evenings, overnights, and weekends; and open to work overtime based on the needs of the agency.
- No history of child abuse or neglect.
- Commitment to the mission of Southside Center of Hope.

Physical Requirements

- Must be able to walk up/down 2-4 flights of stairs without assistance during the course of an 8-hour shift.
- Must be able to lift a maximum of 20 lbs.
- Must be able to stand and sit for extended periods of time, as well as bend over and lift arms overhead repeatedly during shift.
- Adequate vision and hearing capability (with correction). This includes adequate near vision to permit examination of written information and prescriptions.

Personality Traits

Individuals most likely to succeed in this position generally possess the following personal characteristics:

- Ability to interact effectively and in a supportive manner with persons of diverse cultural, socioeconomic, and ethnic backgrounds.
- Attention to detail and ability to meet high standards of quality and accuracy.
- Ability to multi-task, handle a fast-paced environment, and complete tasks on time
- Act in accordance with rules, law, policies, and procedures and expects others to do the same
- Team player who can foster positive staff and resident interactions.
- Leadership capabilities
- Possess a caring and compassionate demeanor, yet be able to set and maintain boundaries with residence in recovery.
- Be able to conduct himself/herself in a calm and professional manner

Job descriptions should not be considered all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from jobs and to assign other duties as necessary.