

GAUDENZIA, INC.

POSITION OPENING

GAUDENZIA EMPLOYEE

Position: Full Time House Manager Supervisor

Location: Park Heights- Woodland (Baltimore, MD)

Responsibilities:

This individual is capable, under direct supervision, of performing work in the therapeutic care, treatment and rehabilitation of persons within the program. This person will be working with women with Mild Mental Health issues with substance abuse history. This individual is responsible for overseeing House Manager Department including supervising, reviewing and submitting incident reports, completing monthly safety reports and ensuring each shift is covered. This person should be available for flexible shifts.

Duties for this position include, but are not limited to: completing house fire and security runs, conduct breathalyzers, collect urines on members, motivating and controlling the facility, overseeing house chores, meal prepping/ preparing, and completing accountability calls. This person should act as a role model behavior for staff and members.

Qualifications:

- **Associates Degree plus one (1) year experience in residential services.**
- **High School Diploma or GED, and minimum of sixty (60) College Credits.**
- **Knowledge of D&A abuse and treatment and three (3) years' experience.**
- **Sobriety: If recovering. Two (2) year's sobriety.**

If interested, submit resume and cover letter to:

George Nealy, Program Director
3643 Woodland Avenue
Baltimore, MD. 21215
Phone: 410.367.5551
Fax: 410.367.4122
gnealy@gaudenzia.org

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