

GAUDENZIA, INC.

POSITION OPENING

Position: House Manager / Full-Time

Location: Park Heights (Baltimore, MD)

Responsibilities:

This individual must be capable, under direct supervision, to work in the therapeutic care, treatment and rehabilitation of persons within the program. This person also conducts therapeutic activities with the clients under the supervision of a Program/Clinical Supervisor, or Program Director.

This position does not require, and is restricted from performing group counseling, individual counseling, treatment planning, case management, etc., but does act as a liaison between the clinical staff and the clients. This individual is responsible for providing a positive role model for clients to emulate.

Duties may include, but are not limited to, transport and act as an escort for those clients who have medical appointments, or other business outside the facility (as approved by staff). Perform this function in a coordinated and timely manner. Contact staff by phone if there are any problems; be aware of clients and client activities during shift; communicate to counseling staff in person and/or by log any client related incidents or conversations that could have a therapeutic impact; deny unauthorized persons access to the facility and ensure a drug free environment while maintaining client confidentiality; be willing to listen to clients in a non-judgmental manner, and direct them to staff when appropriate. Do not offer critical advice without consulting counseling staff; attend all program activities and act as a role model for the clients by demonstrating a positive attitude and behavior and a drug free lifestyle; tour the facility at regularly scheduled intervals to check building security and insure there are no fire or safety hazards in accordance with program and regulatory policies; be aware of the facility, including the physical plant and the agency vehicles; report problems or concerns verbally and in writing to the Director any problems, which may arise.

Qualification:

- High School diploma or GED
- Knowledge of D&A abuse and treatment
- Valid Driver's License

Sobriety: If recovering, one (1) year sobriety.

If interested, submit resume and cover letter to:

George Nealy, Program Director

3643 Woodland Avenue

Baltimore, MD 21215

Phone: 410-367-5501

Fax: 410.367.4447

gnealy@gaudenzia.org

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