

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Recovery House Manager
Department: Health and Wellness Center
Salary: Annual Salary of \$50k - \$56k (DOQ)
Full Time: 40 Hours/Week
Exempt: Yes/Salaried
Supervisor: AODA Program Manager

Posting Date: In-House

Opens: July 27, 2022

Closes: August 3, 2022, at 4:30 PM

Posting Date: Public

Opens: August 8, 2022

Closes: August 22, 2022, at 4:30 PM



Summary: The Recovery House Manager will manage the daily operations and activities of the recovery house and residents and will serve as a role model, mentor, advocate, and motivator to recovering individuals to help prevent relapse and promote long-term recovery. The Recovery House manager will be responsible for providing supervision and guidance to the Certified Peer Support Specialists, the Recovery House Manager will maintain reports and communication with AODA Supervisor and grant agency.

Essential Duties and Responsibilities include the following.

- Maintain organized records, communicate effectively both orally and in writing, and be able to interact appropriately and professionally with people in recovery, other treatment professionals, and the overall community.
- Must be able to effectively handle emergencies/crises as they arise.
- Research certification processes for recovery house and recovery program, making recommendations to AODA Program Manager and Clinic Administrator on the best action.
- Ensure there is 24-hour supervision scheduled and develop work plans for staff, teaching all aspects of work plans to staff and monitoring compliance and completion.
- Ensure the safety of residents and residents at all times through the use of safety checklists and client rules.
- Develop house policies and procedures including but not limited to emergency procedures, intake and discharge procedures, and visiting procedures to follow state regulations and/or best practice
- Attend AODA community activities and local activities to promote the Recovery House and collaborate with other agencies for referrals.
- House Repairs: Keep a log of repairs, complaints, and recommendations to discuss at every weekly house meeting – and report issues to facilities management
- Chores & House Appearance: Check to make sure all residents completed their daily light and meet with any residents who consistently fall short----ensure that public areas are clean and tidy especially when tours and house meetings are conducted
- Office and Drug Testing Supplies: Ensure office and drug testing supplies are well stocked and reorder as necessary on a schedule to avoid last-minute orders and rush shipping charges
- Social Activities: Working in conjunction with AODA Program Manager to develop and implement logistics for a quarterly schedule of social events. Maintain a monthly calendar of upcoming events and activities.
- Onboarding and Discharge Checklist: Work with the AODA Program Manager to ensure that onboarding and discharge checklists are complete for every resident and inserted into their file.
- Oversee security protocols for house key management.

- Required to do client transport when necessary.
- Perform random drug screens on program clients and staff.
- Monitor client attendance in the program and maintain regular contact with them.
- Meet with program clients regularly to assess client needs. Assist clients in accessing resources to meet all social and health needs. Make referrals to appropriate agencies as needed.
- Work cooperatively with other staff, programs, departments, and agencies to assure quality resources for community members.
- Will facilitate social support groups and family education for clients and community members.
- Will maintain confidential client records and obtain properly signed releases when necessary.
- Maintain all HIPAA guidelines for AODA services.
- Will submit monthly reports to the AODA Manager
- Attend required training, workshops, and meetings as directed.
- Incorporate culture into education and activities. Collaborate with local cultural leaders for the benefit of clients. Assist clients in connecting with local cultural and spiritual leaders.
- Participate in local, regional, or state collaborative groups to establish cooperative working relationships and share resources to improve AODA services for the Bad River community.
- Assist AODA Manager with monitoring budget and compliance with grant budgetary requirements.
- Must be able to plan, organize and prioritize program objectives
- All other duties as assigned by AODA Program Manager and/or Clinic Administrator.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

Bachelor's degree in psychology, sociology, counseling, or related field
 Experience establishing a program or department in AODA, Social Services, or Prevention
 Knowledge of available AODA, health, and social resources
 AODA training or experience as a counselor or manager in the AODA setting.
 Sober living or recovery house experience.
 Budget management experience.

Preferred:

Master's degree in social work, psychology, counseling, or substance abuse preferred.
 Knowledge of Bad River Community and experience working in Native communities.
 Peer Specialist or Substance Abuse certification preferred.
 Healthcare provider CPR (will be provided)

Other Skills and Abilities:

Required:

This is a required driver position.

Must have a valid driver's license and meet eligibility for tribal insurance.
 Abstinence from alcohol/drug use is required upon employment and while employed in this position.
 Due to the requirement of abstinence, there may be random drug screening.
 Ability to be inclusive to culturally sensitive treatment plans that incorporate traditional healing components

Background Check:

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
 This position requires a driver check, to meet eligibility for tribal insurance.

Language Skills:

Must possess strong oral and written communication.

Reasoning Ability:

Ability to interact with the clients/public, fellow employees, and tribal programs.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform duties in the field. Position may require sitting or standing for extended periods, some walking, bending, stooping, and lifting to 50lbs. on occasion.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Subject to inside and outside environmental conditions, must be physically able to travel as necessary. The noise level is moderate.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov