

Job Title:	Daytime Resident Supervisor
Department/Group:	Report to Director of Operations
Location:	18 Summit St Framingham MA
Compensation:	TBD upon hire
Position Type:	Full Time 12-7 Tues-Fri, 6-6 Saturday

Job Description

ROLE AND RESPONSIBILITIES

Resident Responsibilities

- Medication Hours twice daily 12p and 3p
- Rounds/wellness checks & room Inspections
- Pack any belongings residents leave behind
- Facilitate House meeting and other groups as needed
- Possible caseload of 3-5 residents as needed

House Responsibilities

- Prepare/cook dinner, facilitate dinner hour
- Answer the door & bring in mail/packages
- Stock fridge/snack rack with food/beverages

Upkeep Responsibilities

- Run work day once monthly on Saturday
- Maintain lawn and driveway
- Maintain all tools/machinery/equipment (gas, oil, propane)
- Maintain physical plant of cleanliness and organization for clients and staff

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A High School Diploma or GED. Knowledge/experience in routine facility maintenance. Available to work flexible Hours. Possess a valid Massachusetts Driver's License

Preferred: LADC/CADC or in process of acquiring. CPR certified, OSHA training.

Preferred experience of 2+ years' experience in recovery or related program or six months employment with NEAM.

PREFERRED SKILLS

Successful candidate will demonstrate proficiency in communication, organization and interpersonal skills. Must be a team player, care about others, compassionate, have a strong work ethic with the ability to work independently and personable.

DESCRIPTION

THE BRIDGE HOUSE EXISTS AS A NON-PROFIT HALFWAY HOUSE, LICENSED BY THE COMMONWEALTH OF MASSACHUSETTS TO TREAT ADULT MEN OVER 18 YEARS OF AGE WHO HAVE SUBSTANCE ABUSE ISSUES. AS PART OF THE PROGRAM'S TREATMENT PROTOCOL, EDUCATION ABOUT ADDICTION, RELAPSE, PREVENTION AND HEALTHY LIFESTYLE PRINCIPLES ARE PROVIDED ALONG WITH REFERRALS TO A MULTITUDE OF COMMUNITY RESOURCES TO ENCOURAGE LONG TERM SOBRIETY.

