



HOUSE MANAGER for sober group home

The House Manager's focus is creating an environment that promotes a holistic and healthily functioning community within the Community Supportive Shelter for sober adults experiencing homelessness, located at 89 North Street. This position requires strong communication and organizational skills along with competence using basic case management and Microsoft Office software.

The House Manager serves on the InReach Team with the ANEW Step Case Managers and reports directly to the Program Director.

Specific responsibilities:

- Manage waitlist of potential guests at the ANEW Community Supportive Shelter
- Oversee guest intakes and orientation
- Day to day house facility management: house, grounds, supplies.
- Oversee and manage the day-to-day facets of the shelter, ensuring a welcoming and safe environment.
- Work with Director of Development and Volunteer Coordinator to equip and schedule evening volunteers.
- Train, oversee, and schedule overnight staff.
- Lead weekly house meetings with guests and staff.
- Develop ongoing enrichment opportunities for guests including classes, groups, activities, and mentoring.
- Continually develop a sense of welcoming community among guests where voices are heard and issues solved collaboratively.
- Enforce ANEW Guest Agreement, including dismissal of guests.
- Collaborate with Facilities Tech regarding maintenance of the facility
- Meet weekly with ANEW Step Case Managers to review guest progress and any in-house issues.
- Meet regularly with the Program Director to ensure ANEW's program effectiveness.
- Regular shift M-F 2-10 pm

Interested applicants should go to the following link to fill out an online employment application:

www.anewplacevt.org/employment.html

Contact Virginia Finn, Program Director, with any questions: vfinn@anewplacevt.org

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