



Residential Housing Manager Job Description

The Action169 organization is based in Fairmont, MN. The organization is a registered 501-(c)(3). Action169 is built on a foundation of prayer and is committed to addressing commercial sexual exploitation and problematic substance use through Christ-centered prevention, intervention, and restoration care services. Rose House is a restoration home for women 18+ who have been affected by commercial sexual exploitation and/or problematic substance use.

This 'four-tier' program provides women with a supportive home setting from which to eventually establish positive relationships, employment, education or business opportunities and to further develop strong emotional, social and sober life skills to continue on the journey of recovery, restoration and success.

Residential Housing Manager

The RHM position is a full-time flexible 30-35 hour work week for a qualified woman who can provide compassionate, trauma-informed care and leadership to maintain a positive, empowering, and hope-filled home environment. Our RHM will manage a daily program for up to four women, maintaining in-home structure and managing individual restoration plans (IRP's) for each woman in accordance with the case manager and/or executive director of Action169.

The RHM should have a knowledge of human trafficking/sexual exploitation and problematic substance use and recovery, the impact such can have psychosocially, physically, emotionally and spiritually.

QUALIFICATIONS:

- Ability and desire to nurture and support the healthy growth and development of women who have experienced sexual exploitation and or problematic substance use
- College/Masters preferred but not required. Experience in either program management, and/or social work, counseling and/or experience working with marginalized and complex populations using a trauma informed approach
- Excellent verbal and written communication skills
- Strong organizational skills with attention to detail and accuracy.

- Ability to adequately respond to complex situations with confidence, peace and skill in de-escalation of conflict.
- Willingness and ability to empower residents to complete their IRP'S in accordance and collaboration with Case Manager.
- Basic understanding of Motivational Interviewing (MI) + Utilization of BCP Manual in day to day interactions with residents or willingness to learn MI.
- Understanding of the issues facing women exiting out of exploitation.
- Willingness to learn, receive further training and instruction.
- Innovative, thoughtful, emotionally intelligent, collaborative, creative, relational.
- Driver's License and car required.
- Able to lift 40 lbs. Able to drive.
- Ability to pass a DOJ and FBI Background Check.
- Able to work some holidays and weekends on occasion.
- Ability to sign and agree to the Action169 procedures and policies, including our statement of faith and moral conduct code.
- Ability to deal with confidential information with absolute discretion.
- Maintain CPR and First Aid certifications.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Oversees daily operations of the home, schedules counseling, group meals, meetings, daily connection time or personal time, plan meetings with each woman weekly.
- Assures that the principles of trauma informed, restorative justice and strength-based approaches are maintained, creating an empowering environment of healing, hope and wellness.
- Works with program participants to monitor and review progress and goals, but is not to provide counseling or therapeutic-like services.
- Provide supportive care to create, implement, and inspire individual goals towards achieving self-sufficiency.

- Meet weekly with the Executive Director for weekly program updates.
- Oversees and responds effectively to crisis intervention/de-escalation and staff -participant conflict resolution. Must have the ability to stay calm during crisis and act promptly while adhering to policies and procedures. Promote and maintain a professional standard of ethics and confidentiality.
- Develop and maintain an environment where safety and health are maintained and promoted
- If on shift - Cook, prep food and have at least one meal (likely lunch) with residents. Be willing to teach residents how to safely cook and prepare food.
- Ensure a safe environment at the home and that residents are adhering to the resident handbook.

Compensation: **Flexible** 30-35 hr. work week. Negotiable salary; however, the target compensation range is \$24,000/annually or more depending on qualifications.

If interested send resume or CV, and a thoughtful one page cover letter to: info@action169.com