

Opening for a House Manager for the S.A.F.E. House. Safe House is a women's halfway house located in Baltimore City. We maintain a client census not to exceed eight women. We also provide treatment for substance use disorder.

The House Manager is required to have a valid driver's license and have knowledge of the Baltimore City area. The House Manager under the direction and supervision of the Director and Primary Counselor must provide supportive and a home like atmosphere in which the women residents can obtain health and wellness, physically, emotionally and spiritually.

Some of the required responsibilities for the house managers position are:

- Familiarizes self with background information of each client within 24 hours of admission.
- Escort clients to and from appointments.
- Maintains an activity log and objectively records any and all incidents.
- Enforces curfew and wake-up time.
- Monitors all chores and creates the chore list as well as the menu for the week.

Potential Candidates must have the following:

A valid driver's license.

Knowledge of the Baltimore City Area

Knowledge of the recovery process (12 step support).

Being in recovery with at least two years clean is a plus.

This is a live –in position. Salary is based on free room and board.

If interested please fax your resume to (410) 752-4772 or email to soberfriendship@verizon.net. No phone calls please.