

# House Manager Job Description

Rachel House in Lexington, KY is looking for a House Manager to contribute to our substance abuse treatment and rehabilitation efforts. We are looking for an individual to whom our residents can relate. Our ideal candidate is someone who is in recovery and can understand the day-to-day pressures and challenges they are facing. We are also looking for a person who can command respect, enforce the house rules, and provide the structure that someone with substance abuse issues needs to overcome their dependency and move forward. While you may assist with housekeeping tasks and light maintenance, the primary focus of this role is providing support to clients in need.

## Duties and Responsibilities

- Enforce house rules, including curfew
- Assist with treatment planning
- Administer breathalyzer and UA tests as necessary
- Assist with laundry services
- Schedule and oversee house activities
- Schedule maintenance as necessary

## Requirements and Qualifications

- In recovery or sustained sobriety
- Physical strength
- Positive attitude
- Peer-to-peer support training a plus

## Compensation

- Room and board provided
- Small stipend
- Reimbursement for gas if personal car is used for appointments
- Phone

## To Apply

- Email résumé and cover letter to Tay Henderson at [therachelhouse113@yahoo.com](mailto:therachelhouse113@yahoo.com).