Healthy Acadia seeks an individual to join a dynamic team passionate about building safe, supportive recovery housing for women and children in Machias, Maine. Reporting directly to the Recovery Residence Director, the part-time Recovery Residence Manager (RRM) position will be supported by a multi-agency steering committee offering both clinical and administrative oversight and guidance.

The right individual will have a passion for supporting people in recovery, good communication skills, and the ability to motivate others. Preference will be given to an individual in sustained recovery who has a solid understanding of local recovery-related resources. It is also required that the manager has the ability to support multiple paths of recovery, including medication-assisted treatment. The RRM will live onsite at the women’s recovery residence.

Responsibilities: The Recovery House Manager will:
- Live onsite and provide oversight and conduct day-to-day business for the residence;
- Maintain accurate records pertaining to residents;
- Ensure a safe environment for all residents;
- Promote recovery, health, and wellness;
- Coordinate all move-ins and dismissals;
- Conduct or delegate all drug screens;
- Provide information about resources related to healthcare, employment, education, recovery, peer support resources, etc;
- Serve as a representative of Healthy Acadia to the local community
- Coordinate and supervise volunteers;
- Other duties as assigned.

Qualifications and Experience Sought:
- Ability to listen well and communicate effectively.
- Team player with a positive attitude and flexibility.
- Administrative skills: record-keeping, tracking payments, documenting events.
- Due to the nature of this position, it is recommended that the manager be a person in sustained recovery, or have a strong demonstrated personal experience with the recovery process.
- Self-motivated, ability to work independently.
- Recommended that house manager be a CCAR authorized Recovery Coach (can be trained as part of the position)
- Appreciation and affinity for those persons and families in recovery from substance use disorder, and a strong understanding of the recovery community.
- Warm, personable and approachable.
- Ability to work with a diversity of people, and to build and maintain strong working relationships with partner organizations.
- Proficient in Microsoft Office and Google products (will train the right person).

This is an on-site, part-time position with housing and a stipend provided and opportunity for growth. To apply: Email a single attached document including a cover letter, resume and contact information for three references to jobs@healthyacadia.org. Applications will be reviewed until a suitable candidate is found.
We provide equal opportunity to all applicants and employees regardless of race, color, religion, national origin, sex, age, sexual orientation, physical and mental disability, veteran status, or any political or union affiliation.