



House Assistant

Job Summary:

David's Courage is currently recruiting for two part-time **House Assistants** for two 12-hour shifts to work at our 24-Hr Men's recovery home. Assistants' primary responsibility is maintaining oversight of residents. House Assistants also serve as a role model; exercise sound judgment in dealing with difficult situations and residents; interact with diverse populations, develop and maintain effective working relationships with residents, family members, social service agencies, and coworkers; demonstrate respect and sensitivity for cultural and personal differences; contribute toward building a positive and productive environment; consistently exhibit job competency, ethical conduct, integrity and trustworthiness; exhibit behavior and conduct consistent with David's Courage values and policies.

Job Status:

Part-Time

Please note some flexibility can be discussed. The preference is 8:00am-8:00pm Saturday and Sunday, however, if you are a great fit, please do not let those days and hours prevent you from applying. We are willing to discuss altering schedules to accommodate different shifts and days of the week.

Pay: \$15.00 per hour

Perk: David's Courage has an apartment (one bedroom plus shared bathroom and kitchen) on the second story front half of our home. This job and apartment accommodation would be the perfect set-up for a couple to use the apartment and work shifts together. Apartment rent is negotiable based on employment.

Duties and Responsibilities:

- Maintain confidentiality.
- Maintain the highest level of integrity and professionalism in all aspects of job performance.
- Help maintain a drug free environment.
- Maintain healthy and professional boundaries and exhibit strong interpersonal and problem-solving skills.
- Oversee security protocols.
- Monitor and implement the house rules, policies, and procedures.
- Oversee the responsibilities of the resident in terms of daily chores and kitchen/food preparation and clean-up.
- Oversee social activities that promote sobriety and awareness about substance abuse.



- Provide safe, supervised, resident transportation to scheduled off-site activities (gym and grocery store; potential transportation could include meetings, physician appointments, recreational and recovery-related activities, etc.)
- Maintains open communication with director and other staff.
- Administer and monitor residential medications according to procedures.
- Some coaching and guidance in resident's personal recovery might occur.

Qualifications:

- Must have a heart for men in recovery from addiction.
- Must be clean and sober for 24-months or more.
- High school diploma or equivalent (Preferred.)
- Must be able to pass background check and a drug test.
- Addiction, sober living or recovery house experience (preferred)
- Ability to problem solve and multi-task a must
- Reliable transportation and a valid Indiana driver's license. Must have a clean driving record for at least two years.

References:

Please include a reference from the pastor of the church you attend.

Physical Demands:

Position frequently requires employee to stand, sit, and walk throughout shift. Some bending over, stooping, and lifting up to 30lbs. on occasion.

Send resume and references to: gregg.erickson@davidscourage.com