

House Manager

The Jude House, Inc. – Robins Nest

Position Overview

Be More Than a Manager. Be a Mentor, Leader & Positive Force in Recovery.

Are you organized, dependable, compassionate, and passionate about helping women build a healthier, more stable future? The Jude House is looking for a House Manager to join our Robins Nest Recovery Residence. A home designed to support women and women with children as they continue their recovery journey. This is a full-time, LIVE-IN position for someone who understands that recovery is about more than treatment. It's about building structure, confidence, accountability, life skills, and a strong foundation for independent living. As House Manager, you help create the environment where that growth can happen.

Position Summary

The House Manager provides leadership, support, and daily oversight for the Robins Nest Recovery Residence, helping create a safe, structured, welcoming, and recovery-focused environment for women and women with children. This live-in position supports residents throughout admission, orientation, discharge, and transitions while encouraging accountability, healthy recovery practices, life skills, and independence. The House Manager oversees daily household operations, coordinates housekeeping and house meetings, monitors compliance with residence expectations, conducts inspections and random drug testing, maintains accurate documentation, responds to emergencies, and communicates resident concerns with supervisors and the treatment team. The position requires strong leadership, organization, communication, sound judgment, professional boundaries, and a commitment to teamwork, confidentiality, and supporting residents throughout their recovery journey.

Core Responsibilities

- Welcome and orient new residents into the Recovery Residence.
- Support residents throughout admission, orientation, discharge, and transitions.
- Help create a safe, respectful, welcoming, and recovery-focused home.
- Encourage accountability, personal responsibility, and healthy recovery practices.
- Help residents develop the life skills needed for long-term recovery and independent living.
- Reinforce house expectations, recovery goals, and community living standards.
- Serve as a positive role model while maintaining healthy and professional boundaries.
- Oversee the day-to-day operations of the Recovery Residence.
- Coordinate housekeeping responsibilities and maintain a clean, organized home.
- Conduct routine inspections to ensure the residence is safe and well-maintained.
- Lead weekly House Meetings and encourage productive communication.
- Coordinate and document random drug testing in accordance with program policies.
- Monitor compliance with house rules and program expectations.
- Assist with minor household maintenance and identify larger maintenance needs.
- Help ensure the residence remains safe, secure, and free from hazards.
- Maintain a child-safe environment, including appropriately childproofed common areas.
- Respond appropriately to emergencies and crisis situations.
- Maintain accurate documentation, reports, and resident records.
- Communicate resident concerns and operational needs effectively with supervisors and the treatment team.

Be Part of the Bigger Team

- You won't be doing this alone. You'll work alongside clinical and non-clinical staff to support resident success, participate in supervision and staff meetings, and help implement agency policies, procedures, and best practices.
- Confidentiality, professionalism, teamwork, and respect are essential.

We're Looking For Someone Who...

- Has a genuine passion for helping women build successful lives in recovery.
- Has strong leadership and organizational skills.
- Can establish and maintain healthy professional boundaries.
- Communicates effectively and handles conflict with maturity and compassion.
- Knows how to motivate, encourage, and hold others accountable.
- Is dependable, flexible, and able to use sound judgment.
- Can work independently while also being part of a multidisciplinary team.
- Is committed to creating a positive, recovery-oriented culture.

What You'll Need

- Has a genuine passion for helping women build successful lives in recovery.
- Has strong leadership and organizational skills.
- Can establish and maintain healthy professional boundaries.
- Communicates effectively and handles conflict with maturity and compassion.
- Knows how to motivate, encourage, and hold others accountable.
- Is dependable, flexible, and able to use sound judgment.
- Can work independently while also being part of a multidisciplinary team.
- Is committed to creating a positive, recovery-oriented culture.

Certifications

The Jude House will provide support for obtaining or maintaining certifications, if needed, including:

- Maryland Peer Support Specialist Certification, if applicable
- CPR Certification
- Basic First Aid Certification
- Mental Health First Aid Certification
- Drug Testing Certification/Training

What Does "Live In" Really Mean?

This isn't a traditional office job.

The House Manager resides on-site and maintains a consistent presence within the Recovery Residence. Your presence helps provide structure, support, accountability, and oversight while creating a home environment that is safe, respectful, and focused on recovery. Important: Robins Nest serves women with children, but childcare remains the responsibility of each resident. The House Manager is expected to maintain appropriate professional boundaries while helping ensure the home remains safe and supportive for everyone.

What We Offer

- Live-in housing provided
- Monthly stipend/compensation

- Professional development and training opportunities
- The opportunity to make a lasting impact in the lives of women and families in recovery

Ready To Make A Difference?

If you're looking for a role where your leadership, compassion, and everyday presence can genuinely impact someone's recovery journey, we'd love to hear from you. Come help us create a home where recovery can grow, families can thrive, and new beginnings can take root. **More information about this position will be given upon interviewing.**

The Jude House is an Equal Opportunity Employer.