



Iron Tribe Network Family Wellness Homes within the community serve to assist house members/families involved with Child Welfare transition to independent living. The Family Wellness Home program House Manager lives and sleeps at the home and may share responsibilities in certain situations with another qualified House Manager/Case Manager.

**Job Title: Resident House Manager**

**Date: 7/16/2024**

**Job Description: Child Welfare Recovery Navigator** – (Contracted Services on Oregon Department of Human Services (ODHS) Child Welfare

**Qualifications:** Sobriety in accordance with Certified Recovery Mentor (CRM) credentials, ability to acquire CRM credential. Experience in the addiction and recovery process required

**Coverage: Expected to provide assistance in house 6 hours per day. Hours TBD**

**Duties:**

- Residing on the property of which the Family Wellness Home is located.
- Administering random on-site drug screening and alcohol breathalyzer screening three or more times a month for each client.
- Reporting daily, to the Re-Unification Specialist, any challenges and/or behavioral issues that happen with individuals living within the Family Wellness Home.
- Enforcing the Iron Tribe Network Housing Guidelines, rules and program expectations.
- Room inspections one or more times per week.
- Keeping case files with Release of Information forms on each individual so that information and transitional status may be shared with the Agency of involvement.
- Obtain/Maintain in-home Safety Service Provider certification by Agency
- Facilitate in-home family visits

**Education, Training & Experience:**

- One year of relevant experience in the chemical dependency field is preferred.
- Motivational interviewing skills and client engagement strategies preferred.
- Certified Recovery Mentor certification preferred.

**Competencies:**

- Knowledge of mental health issues and child welfare services.
- Ability to work effectively with individuals of diverse backgrounds.
- Ability to communicate clearly and effectively in writing and orally.
- Computer literate, including MS Office (Word, Excel, Access, Outlook).
- Time management and organizational skills.

**Additional Eligibility Requirements:**

- Valid Driver’s license, able to pass our Insurance screening
- Not on state or federal supervision
- 1 year post ODHS Child Welfare involvement.
- Ability to pass a criminal background check unit (BCU).
- If in recovery, able to demonstrate at least two years of continuous sobriety under, in accordance with

Certified Recovery Mentor (CRM).

- A reliable vehicle, active driver's license, current insurance, and the ability to pass our insurer's driving standards.

**Essential Job Functions:**

- Help eliminate barriers to treatment for parents referred by DHS Child Welfare by providing transportation, resources, and support. Initial contact with clients' needs to occur within 24 hours of receiving the referral.
- Prepare accurate records of client services provided daily by preparing clear, concise reports.
- Maintain good communication and relationships with DHS Child Welfare case workers, treatment providers/case managers, coworkers, and other community partners.
- Attend all ODHS applicable meetings, and court hearings as needed.

**Work Environment:**

- **Climbing:** Stairs at all locations, climbing expected
- **Lift/Carry:** Occasionally, 1-20 lbs.; files, paperwork, supplies. Seldom, up to 35 lbs.; boxes of records
- **Push/Pull:** Occasionally, using both arms/hands, required force of 5-20 lbs.; opening doors/file drawers.
- **Hands/arms:** Constant use of both hands/arms while cleaning, writing instructions, filing, typing.

**Driving:** Licensed, insured and physically able to drive safely.

**Position Type/Expected Hours of Work:** This is a full time; 40 hrs. per week job, Monday thru Friday 8 a.m. to 5 p.m. Extended hours and occasional weekends may be necessary to accommodate family needs.

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|--|----------------------|-------------------------|---|
| <b>Employment Status:</b>  | Full Time            | <b>Employment Type:</b> | Employee  |
| <b>Wage:</b>   | \$20-21 per hour DOE | <b>Benefits:</b>        | Paid Medical/vision/PTO/401k/FSA Card-after 60 days                             |
| <b>Reporting Supervisor</b>  | Tony Fleming         | <b>Manages Others:</b>  | No  |
| <b>Training Provided: HIPAA, Ethics, Child Welfare Process, Weekly webinars, other as arranged</b> |                      |                         |   |
| <b>Please Send Resume and Cover letter to:</b>   |                      |                         |   |
| <b>Name:</b>   | Attn: Tony Fleming   | <b>Email:</b>           | Careers@irontribenetwork.org  |
| <b>Address:</b>  | 17763 SE 82nd Dr. #A | <b>Web Address:</b>     | <a href="https://www.irontribenetwork.org">https://www.irontribenetwork.org</a> |
| <b>City:</b>   | Gladstone, OR        | <b>Zip/Postal Code:</b> | 97027   |
| <b>Phone:</b>  | (503) 453-9500       | <b>Other:</b>           |   |
| <b>Number of Vacancies:</b>  | 1                    |                         |   |

The above statements are intended to describe the general nature and level of work being performed by the staff member of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for this position.