	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/Reunification Specialist

Job Title: Resident House Manager		**Date: 11/04/2026**	1 House Manager Clatsop County

Job Description: Program House Manger **– live in House Manager**

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

Coverage: Expected to provide assistance in house 30-40 hrs. per week

Duties:

- Residing on the property of which the Home is located.
- Administering random on-site drug screening and alcohol breathalyzer screening three or more times a month for each client.
- 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 everyone so that information and transitional status may be shared with the Agency of involvement.
- Guiding clients and maintaining the cleanliness of the house
- Facilitate weekly House meetings
- Transportation to grocery store, recovery meetings, or scheduled appointments

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 substance use disorder 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, organizational, and prioritization skills.

Additional Eligibility Requirements:

- Valid Driver's license, able to pass our Driving and insurance screening
- Not on state or federal supervision
- 1 year post ODHS Child Welfare involvement.
- Ability to pass ODHS background check unit (BCU).
- If in recovery, able to demonstrate at least two years of continuous sobriety, in accordance with Certified Recovery Mentor certification (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 self-sustainability for parents referred by ODHS Child Welfare and other governing agencies by providing transportation, resources, and support.
- Prepare accurate records of client services provided daily by preparing clear, concise reports.
- Maintain good communication and relationships with ODHS Child Welfare case workers, and other referring agencies, 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.

Position Type/Expected Hours of Work: This is a full time; 30-40 hrs. per week job, Monday through Friday. Extended hours and occasional weekends may be necessary to accommodate family needs.

- Willing to be flexible as needed

Employment Status:	Full Time	**Employment Type:**	Employee
Wage:	$20-22 per hour	**Benefits:**	Paid Medical/vision/PTO/401k/FSA Card-after 60 days
Reporting Supervisor	Meli Rose	**Manages Others:**	No
Training Provided: HIPAA, Ethics, Child Welfare Process, Weekly webinars, other as arranged			
Please Send Resume and Cover letter to:			
Name:	Attn: Tony Fleming	**Email:**	Careers@irontribenetwork.org
Address:	17763 SE 82nd Dr. #A	**Web Address:**	https://www.irontribenetwork.org
City:	Gladstone, OR	**Zip/Postal Code:**	97027
Phone:	(503) 453-9500	**Other:**	
Number of Vacancies:	1-House Manager		

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.