Nick’s Place is a Recovery Home for young men 20-26 years of age who have completed treatment for the disease of addiction. We provide a clean, safe, sober affordable home to our residents for a period of 6-12 months. Under the leadership of its board and founding Executive Director, Nick’s Place has developed a track record of significant accomplishments since its inception in 2000.

Candidates should be interested in helping young men begin rebuilding their lives. In addition to practical administrative skills, candidate needs patience and a sense of humor! This position can be very rewarding for the right person who enjoys helping others. Before applying we encourage you to visit our website www.nicksplace.org to learn about our history, culture, and program.

REPORTS TO: Deputy Executive Director

REQUIRED HOURS: Monday - Thursday 5:30pm - 7:00am

POSITION DESCRIPTION:
The overnight manager works as part of a team and independently to provide services to young men who are in recovery from substance abuse. The overnight manager has primary responsibility for monitoring resident activity and oversight of evening operations. This position does not require the Manager to be awake overnight. All duties must be performed in accordance with established policies and procedures. This position provides backup services to the daytime staff on weeknights. Previous similar experience is a plus; candidate must have an in depth understanding of 12-step recovery programs. The Overnight Manager will be called upon to provide weekend and/or holiday on-call coverage on a rotating basis with other program staff. This position has the potential to be a live-in position upon successful completion of the probationary period. Will be required to attend some classes, such as CPRS / CEU’s

REQUIRED SKILLS: Must have some computer skills, valid driver’s license and reliable transportation, punctual and dependable and have good communication skills

RESPONSIBILITIES: The key responsibilities of the Overnight Manager are to assist the Day staff in accomplishing the following:

House Manager
● Conduct face to face check-ins with residents and provide any needed follow up as requested by the Deputy Executive Director
● Ensure adequate supervision of residents
● Document notable client interactions with staff, interns and volunteers
● Maintain appropriate professional boundaries with program residents
● Daily oversight and upkeep of house operations
● Attend and participate in staff meetings
● Other duties as assigned

Resident and Family interaction
● Keep residents on task and accountable
● Provide direction and guidance in problem solving and decision making
● Assist in answering questions or concerns by family members

Please e-mail AndrewMalone@NicksPlace.org with questions. If interested in applying, please send your cover letter and resume in Drive, Word, or PDF format to the same e-mail with Overnight Manager in the subject line.