



House Supervisor Job Description

The House Supervisor oversees the residents of The Hope Movement's transitional housing program, ensuring their daily activities and needs are managed effectively. Reporting to the Program Director, this role emphasizes consistent implementation of house guidelines, mentorship, and support rooted in addiction recovery frameworks. While personal recovery experience is valued, it is not mandatory for success in this position. The hours for this position may vary. The typical schedule is 9am-5pm Monday-Friday.

Responsibilities

- Schedule and coordinate residents' daily activities and appointments
- Maintain clear and effective communication between residents and staff
- Supervise and support clients' day-to-day living in the transitional housing environment
- Complete routine drug screenings, Breathalyzer tests, and room checks for ongoing accountability of residents
- Provide daily transportation for residents
- Consistently enforce and implement house rules and guidelines
- Provide mentorship and use motivational interviewing to support resident growth (training available)

Required Qualifications

- High School Diploma
- Valid Arkansas Driver's License and 5 years of clean driving record
- 5 years of sobriety from any substances
- Willingness to comply with random drug screenings
- Willingness to live within and promote Christian values
- A personal commitment to honesty and transparency

Preferred Qualifications

- 1+ years experience mentoring women, support groups, coordinating care, or working in recovery ministries
- Strong leadership capabilities
- Excellent communication skills
- Proficiency in conflict resolution
- Experience with scheduling and emergency response
- Effective problem solving and critical thinking
- Demonstrated integrity and professionalism
- Familiarity with Google Suite, especially Drive, Docs, and Sheets. Skills in Microsoft Word/Excel will transfer.