



PN:

Req: 398

BHP of Central Ohio, Inc., a dynamic not-for-profit organization serving clients in multiple Counties, but primarily Knox and Licking Counties is recruiting for the following position:

## **Resident Manager**

### **Part Time**

BHP is searching for a Resident Manager to provide observation and monitoring of residents in an 8 person women's sober living facility. This is a live-in position; candidates must be willing to move and live on-site in a residential home. Responsibilities of the position will include: oversight and support in following all house policies and procedures; help maintain a drug free environment; administration of supervised urine drug screens as outlined in policies; facilitate house meetings including assigning and coordinating house chores and cleaning duties. The Resident Manager will assist with move in/move out processes, new resident orientation and will collect rent from residents weekly. In addition, this position is responsible for weekly individual meetings with all residents. This position will coordinate with the Maintenance Supervisor for all required inspections and for any maintenance needs in the house. Successful candidates must be actively working a program of recovery and demonstrate at least one (1) year of continuous sobriety/recovery. The ability to maintain healthy and professional boundaries and exhibit strong interpersonal and problem-solving skills are required. Basic computer and typing skills are required for all positions.

Compensation will include private room and utilities plus stipend.

Please submit a Letter of Interest and resume to:

Rebecca Thomas, PHR - Chief Human Resource Officer  
BHP  
P.O. Box 4670  
Newark, OH 43058-4670  
[recruitment@bhcpartners.org](mailto:recruitment@bhcpartners.org)

BHP is an EOE (Minorities/Females/Protected Veteran) and ADA (Individual with Disabilities) compliant organization  
Visit our website at [www.bhcpartners.org](http://www.bhcpartners.org)