The Three Affiliated Tribes
Job Description

Behavioral Health Female House Manager I

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Behavioral Health Female Lead House Manager **DEPARTMENT: MHA Sober Living** **SALARY: DOQ/DOE** **CLASSIFICATION: Non-Exempt**	**FLSA STATUS: *FT-Regular*** **LOCATION: 1312 Elbowoods Lane Bismarck ND 58503** **OPENING DATE:** **CLOSING DATE:**

POSITION SUMMARY: MHA Sober Living Program is seeking a highly motivated individual to serve as our Behavioral Health House Manager I. The primary function of this position is to provide supervision and assist guests in getting to their sessions, getting to support services, as well as any other activities deemed as needed by the guests' Behavioral Health team. The House Manager oversees the safety and well-being of our clients and provides supervision on house rules, chores, guests interactions, and scheduled activities. House Managers maintain logs, provide general assistance to clients, give access to medications, and keep the house running safely and smoothly. House Managers also provide both scheduled and emergency transportation to guests using the agency's van. Rehabilitation and role-modeling are critical; providing privacy and safety for guests to participate successfully in the program is required of all staff members. In addition, this position is responsible for ensuring quality service and advocacy to the guests. This role requires collecting urine samples from guests and performing searches of guests and/or their rooms. This position reports to the MHA Sober Living Program Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **Manages the** daily operations of the supportive housing environment, including supervision of guests, monitoring activities, and ensuring adherence to individual recovery schedules.
2. **Develops and implements strategies and plans for** maintaining a structured, safe, and recovery-oriented environment, including oversight of recreation, chores, and daily routines.
3. **Attends meetings, events, and required staff engagements,** including staff meetings, trainings, and in-services, to support communication, collaboration, and professional development.
4. **Oversees guest-related activities and collaborates with the Behavioral Health team** to maintain a safe, supportive, and compliant living environment.
5. **Ensures chain of command is followed** by promptly reporting incidents, unusual events, and emergencies according to organizational policies and procedures.
6. **Attends required trainings, maintains certifications, and applies updated knowledge** to daily responsibilities, including safety, infection control, and compliance standards.

7. **Assists in completion of documentation and performance-related processes,** including maintaining accurate guest records, case notes, and required charting at the end of each shift.
8. **Ensures projects, programming, and daily operations are in alignment with** organizational policies, recovery goals, legal requirements, and best practices in supportive housing.
9. **Delegates and supports completion of tasks and responsibilities among guests,** including supervision of chores, and participation in recovery-related assignments.
10. **Adheres to MHA Policies & Procedures and departmental guidelines,** including those related to safety, confidentiality (HIPAA and 42 CFR), ethical conduct, and professional standards.
11. **Provides oversight and support for guest services,** including administering drug and alcohol screenings, monitoring visitors for contraband, overseeing medication self-administration, and ensuring compliance with house rules.
12. **Coordinates and provides transportation services** for guests to appointments, recovery activities, and program-related functions using company vehicles.
13. **Maintains facility operations and environment,** including cleanliness, inventory management, supply stocking, housekeeping tasks, and routine safety checks such as bed checks.
14. **Demonstrates professionalism, ethical behavior,** in all interactions with guests, visitors, and staff.
15. **Ensures consistent, reliable attendance and punctuality** in alignment with assigned schedules.
16. **Performs other duties as assigned,** recognizing that responsibilities may evolve based on program and organizational needs.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing others does not exist.

COMPETENCIES:

- Supportive Housing Operations & Supervision
  Provides consistent supervision of guests and daily activities within a supportive housing environment. Ensures adherence to house rules, structured schedules, and recovery programming while maintaining a safe, stable, and organized living space.
- Behavioral Health Support & Recovery Facilitation
  Applies foundational knowledge of substance use and mental health disorders to support guests in recovery. Assists with 12-step assignments, therapeutic tasks, and skill-building activities that promote independence and long-term success.

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- Safety, Compliance & Risk Management
  Maintains a safe environment by enforcing policies related to contraband, conducting screenings, performing room searches, and following all safety, infection control, and emergency protocols. Recognizes and responds appropriately to incidents, behavioral changes, and crisis situations.
- Documentation & Record Management
  Accurately completes required documentation, including daily logs, case notes, incident reports, and guest charts. Ensures compliance with organizational standards, legal requirements, and best practices in data collection and reporting.
- Medication Oversight & Health Monitoring
  Supports and oversees guest self-administration of medications in accordance with established procedures. Monitors guest well-being and reports concerns to appropriate clinical staff.
- Communication & Interpersonal Effectiveness
  Communicates clearly and professionally with guests, team members, and external partners. Demonstrates strong interpersonal skills, including active listening, conflict management, and the ability to build trust with diverse populations.
- Team Collaboration & Coordination
  Works collaboratively with the Behavioral Health team and other staff to coordinate care, support guest needs, and maintain a cohesive and effective program environment.
- Daily Living Skills Coaching
  Assists guests in developing and maintaining independent living skills, including personal hygiene, organization, meal preparation, and household responsibilities.
- Transportation & Community Engagement
  Provides safe and reliable transportation for guests to appointments, recovery meetings, and program-related activities. Supports guest engagement in community-based recovery resources.
- Professionalism & Ethical Practice
  Demonstrates integrity, professionalism, and adherence to ethical standards, including confidentiality requirements under HIPAA and 42 CFR. Maintains appropriate boundaries and acts as a positive role model for guests.
- Time Management & Reliability
  Demonstrates punctuality, consistent attendance, and the ability to manage multiple responsibilities effectively within a structured shift environment.
- Facility Maintenance & Operational Support
  Maintains cleanliness, safety, and organization of the facility, including inventory management, housekeeping tasks, and routine safety checks.
- Observation, Critical Thinking & Decision-Making
  Utilizes observation and critical thinking skills to assess guest behavior, identify concerns, and make sound decisions. Recognizes when to act independently and when to seek guidance or escalate issues.
- Resilience & Stress Management
  Maintains composure and effectiveness in high-stress or emotionally complex situations. Demonstrates the ability to work with guests experiencing behavioral health challenges while sustaining professional performance.

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- Cultural Competence & Respect for Diversity
  Provides inclusive, respectful support to individuals from diverse backgrounds.
  Demonstrates awareness and sensitivity to cultural, social, and individual differences.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of MHA Nation policies and procedures related to personnel administration and program operations.
- Knowledge of foundational principles, theories, and practices related to human behavior, development, and behavioral health.
- Knowledge of behavioral health conditions, including substance use and mental health disorders, and associated behavioral patterns.
- Knowledge of administrative program operations and basic personnel management practices.
- Knowledge of ethical and legal standards applicable to care in supportive housing and sober living environments.
- Knowledge of data collection, observation, and documentation standards, including the importance of accuracy and adherence to established protocols.
- Knowledge of daily living skills and supportive techniques used to assist individuals with personal hygiene, organization, and independent living activities.
- Knowledge of computer systems and the ability to perform routine computer-based work for documentation and communication purposes.

Abilities

- Ability to communicate effectively both verbally and in writing, including strong interpersonal communication skills.
- Ability to observe, document, interpret, and report behavioral data accurately and in a timely manner.
- Ability to develop and support structured plans and programming aligned with guest needs and organizational goals.
- Ability to apply and adapt established practices and techniques to meet program and guest-specific needs.
- Ability to establish and maintain effective working relationships with staff, guests, leadership, and the general public.
- Ability to present information, observations, and recommendations clearly in both oral and written formats.
- Ability to support guests in completing therapeutic and recovery-oriented tasks.
- Ability to recognize deviations in behavior, assess situations, and respond appropriately using sound judgment.

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- Ability to manage stress and maintain professionalism while working with individuals with complex behavioral health needs.
- Ability to work independently while also recognizing when to seek guidance, resources, or consultation.
- Ability to utilize knowledge, skills, and judgment to monitor guest behavior and ensure a safe and supportive environment.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High School diploma or GED/Equivalent (**REQUIRED).**
- Minimum of 1 year experience in a sober living/supportive housing setting. **(PREFERRED).**
- Peer Support Certification. **(PREFERRED).**
- First Aid and CPR Certified; **(PREFERRED) (on jobsite training)**
- Valid Driver's License. **(REQUIRED)**
- Minimum 12 months continuous sobriety **(REQUIRED).**

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Typically performed in an office environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the time.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

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All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____Date: _____

Employee Signature: _____ Date: _____