



Washington County Recovery Residence Staff Multiple Shifts Available

Healthy Acadia seeks individuals to join us in building a dynamic team passionate about building safe, supportive recovery housing for women and children in Machias, Maine. Full- and part-time options are available. We will create a staffing model that works for the right individual(s).

Candidates should have a passion for supporting people in recovery, good communication skills, and the ability to motivate others. Preference will be given to individuals in sustained recovery who have a solid understanding of local recovery-related resources. Staff will be provided with a room onsite at the residence during overnight shifts.

Responsibilities: Recovery House staff will be responsible for the following, not all of which may take place in every shift.

- Provide oversight and conduct day-to-day business for the residence;
- Maintain accurate records pertaining to residents;
- Ensure a safe environment for all residents;
- Promote recovery, health, and wellness;
- Coordinate all move-ins and dismissals;
- Conduct or delegate all drug screens;
- Provide information about resources related to healthcare, employment, education, recovery, peer support resources, etc;
- Serve as a representative of Healthy Acadia to the local community
- Coordinate and supervise volunteers;
- Other duties as assigned.

Qualifications and Experience Sought:

- Ability to listen well and communicate effectively.
- Team player with a positive attitude and flexibility.
- Administrative skills: record-keeping, tracking payments, documenting events.
- Self-motivated, ability to work independently.
- Recommended that staff members be CCAR authorized Recovery Coaches (can be trained as part of the position)
- Appreciation and affinity for those persons and families in recovery from substance use disorder, and a strong understanding of the recovery community.
- Warm, personable, and approachable.
- Ability to work with a diversity of people, and to build and maintain strong working relationships with partner organizations.
- Proficient in Microsoft Office and Google products (will train).

To apply: Email a single attached document including a cover letter, resume, and contact information for three references to jobs@healthyacadia.org. Please include a description of your interest in full- or part-time work. The search will remain open until the residence is fully staffed.

Healthy Acadia is a 501(c)(3) community health organization serving Hancock and Washington counties and providing community health support and leadership across Maine. Our mission is to empower people and organizations as we build healthy communities together. We provide equal opportunity to all applicants and employees regardless of race, color, religion, national origin, sex, age, sexual orientation, physical and mental disability, veteran status, or any political or union affiliation.