



## Assistant House Director – Entry Level Women’s Program

New Earth Recovery is a non-profit Christian ministry located in Skagit Valley, Washington. NER operates five recovery homes in Mount Vernon, WA.

NER serves individuals (without custody of children) who seek recovery from substance use disorders and desire a structured, faith-based residential recovery program. New Earth Recovery provides relapse prevention groups and individual counseling (The Genesis Process), mentorship, structure, a three-phased program, close staff accompaniment, and encouragement in faith. The mission of New Earth Recovery is to love, strengthen, and accompany those in recovery from addiction, through faith-based community, advocacy, emotional healing, and pastoral care.

Applicants should identify as female, be mature in Christian faith and regularly attending a Christian worshipping community. They should have experience working with individuals from backgrounds of addiction and/or incarceration. Lived experience in recovery is preferred. Staff should serve as a healthy model for residents: integrity, accountability, life balance, sustained recovery, and participation in supportive community.

### RESPONSIBILITIES

#### Supervision and Collaboration

- Serve under the supervision of the Faith House Director; attend regular personal supervision meetings
- Collaborate with New Earth Recovery team members—through bi-weekly staff meetings and regular communication with partner staff

#### Presence and Discipleship

- Represent a non-anxious, available, pastoral presence in the home
- Foster a safe, supportive mentoring relationship with residents
- Encourage residents in their faith journey through personal example and intentional discipleship
- Encourage and arrange emotional healing prayer for residents as needed
- Prayerfully prepare for and lead short morning devotionals

#### Program Responsibilities

- Along with Faith House director, attend applicant interviews as needed
- Perform new resident intake; be present with residents during seven-day orientation (along with partner staff, house assistant, and residents)
- Meet weekly with residents for one-on-one phase meetings to debrief successes, challenges, and progress
- Hold residents accountable to basic program compliance (chores, Genesis one-on-one counseling, curfew, volunteering, church requirements, room cleanliness, and other guidelines)
- With partner staff, share leadership of weekly house meetings
- Under the leadership of the Faith House director, attend weekly supervision meetings with the resident house assistant (for support, mentorship, and training)

- Perform regular drug testing of residents; be available for evening or emergency drug testing if needed
- Observe conflict resolution meetings with residents, growing into facilitating mediation
- Share on-call and emergency duties with other NER staff
- Advocate for and accompany residents in legal and social service matters
- Support the Faith House garden with time, energy, and encouragement of residents in their efforts
- Support and communicate with NER volunteers (grocery shoppers, ride providers, meal bringers, Genesis counselors)

### Genesis

- Complete the 40-hour Genesis counselor training within the first six months of employment (if not already completed)
- Attend, observe, and assist with Genesis group meetings, growing into facilitation of meetings
- Serve as one-on-one Genesis counselor for residents if volunteer counselors are not available. Meet consistently with assigned counselee

### Networking

- Interface with local faith resources to recommend to residents
- Guide residents to local social service resources and volunteering opportunities; seek and update list of resources
- Cultivate relationships with mature individuals of faith to serve as volunteers or Genesis counselors
- Represent New Earth Recovery at approved conferences and local social service events

### Requirement

- We welcome applicants who are in recovery, but request a minimum of two year's current recovery time.

### Schedule and Compensation

This is a 20-hour/week position, salaried between \$23,551-\$25,906/year. Employees receive three weeks paid vacation each year. Position includes a health insurance stipend and a cell phone stipend. Daily shifts should be consistent, but are negotiated with partner staff. In addition to normal work-week hours, the position involves alternating weekend coverage, limited evening responsibilities, and availability for on-call emergencies.