

# StabilityFirst

FOUNDATIONS HOUSE

## **JOB DESCRIPTION: Administrator**

Reports to: Operations Director

Status: Exempt

Salary Range: \$53,000 - \$58,000

## **Stability First**

### *Our Mission*

Putting Christian principles into action, by providing transformational individualized programs and transitional housing for men and women seeking recovery from addiction and life-controlling challenges.

Visit [www.StabilityFirst.org/whoweare](http://www.StabilityFirst.org/whoweare) for more information.

## **Stability First Foundations House:**

Stability First Foundation House, a transitional recovery house in Martinsville, Indiana, is opening later this year. We are dedicated to providing individualized recovery programming for men facing addiction and crises. Our facility will offer a range of services including Christian-centered support groups, Intensive Outpatient Therapy (I.O.T.), case management services, and more.

We are seeking a full-time Administrator to join our team and play a crucial role in establishing and launching the men's house prior to welcoming residents. The ideal candidate will be passionate about making a positive impact in the lives of those in recovery.

## **Roles & Responsibilities:**

To achieve and protect the mission and vision of Stability First's Foundations House through five strategic components: enriching community relations, assisting in fundraising, enlisting board involvement, providing development opportunities for staff, and overseeing efficient operations and effective programs at Foundations House.

## **Specific Duties**

- Promote Foundations House's purpose and faith-based mission to the community via public speaking engagements and networking.
- Manage all household operations.
- Assist with policy making and programming.
- Facilitate IOT programming.
- Support and assist residents.
- Oversee secure data collection.
- Ensures that the financial integrity and fundraising guidelines are upheld by all those who raise money for the program.
- Directs all financial operations and oversees current expense/income status.
- Assist with grant plans.
- Participate with the Stability First board.

- Recruit and supervise team members.
- Create opportunities to develop leadership potential in a Christ-centered work environment via training, workshops, and on-going relevant in-service trainings.
- Facilitate groups as needed.

*The job description will change as needed to fulfill the mission of Stability First's Foundations House.*

**Competencies:**

- Knowledge and clear understanding of HIPPA & 42CFR part.
- Microsoft Word
- Ability to convey information and ideas.
- Appropriate interpersonal styles.
- Work effectively with a team.
- Conflict Management & Resolution.
- Supervision of staff.
- Organized and the ability to successfully manage all aspects of Stability First's Foundations House.
- Ability to create and facilitate programming and training.

**Positions Supervising:** Case Managers, Resident Support Staff, Volunteers

**Required Qualifications:**

- Four-year degree in human service or similar field or equivalent experience.
- Managerial experience.
- Electronic Medical Records (EMR)
- Prior experience facilitating groups.
- Must be spiritually mature and passionate about the ministry of Stability First.
- Five years of sobriety if in recovery.

**Required Training provided by Stability First's Foundations House (if not current):**

- Universal Health precautions training within 90 days from the date of hire.  
(If not current)
- CPR (adult) certification within the six months from the date of hire.  
(If not current)
- First Aid certification within six months of date of hire.  
(If not current)
- Cultural Competency Training within the first six months of hire date.  
(If not current)

**Required Background Check:**

- National criminal history registry and sex offender registry will be prior to employment.
- Stability First/Foundations House are second chance employers.
  - Individuals required to be placed on the sex offender registry are ineligible for employment with SF/MH due to the number of children

who visit MH.

- Individuals with felony backgrounds will require further information prior to employment.

If you are interested in applying for this position, please send your resume to Robin Wonnell at [rwonnell@stabilityfirst.org](mailto:rwonnell@stabilityfirst.org)

For more information about Stability First and its ministries, please visit: [www.stabilityfirst.org](http://www.stabilityfirst.org)