

# Brentwood Recovery Home

## JOB POSTING

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<b>JOB TITLE:</b>	House Maintainer (Casual/Part-time)	<b>DATE PREPARED:</b> June 11th, 2021
<b>DEPARTMENT:</b>	Men's Isolation Team 3	<b>POSTING NUMBER:</b> 09-2021
<b>REPORTS TO:</b>	Men's Program Manager	

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We are seeking an energetic person to join our team, working under the direct supervision of the Men's Program Manager. The successful candidate will be responsible for guidance and overseeing of Brentwood clients while on program; identifying issues to be brought to the Men's Program Manager; monitoring the Brentwood property and its residents as part of a team; supporting the safety and growth of our fellowship.

### Male House Maintainer Duties and Responsibilities

See attached "Job Description (Casual/Part-time) Men's House Maintainer".

### Male House Maintainer Requirements and Qualifications

- Thorough understanding of the Brentwood Program (12-step informed, abstinence focused addiction treatment)
- Must be able to work in a collaborative team environment.
- Ability to manage time and responsibilities independently.
- Strong computer skills in window applications
- Strong interpersonal communication skills
- French language an asset
- Valid Police Clearance with Vulnerable Sector check will be required within the first 30 days of employment.

### Compensation and Schedule

Hourly wage position. Potential shifts include (7am-3pm), (3pm-11pm), 7 days per week. Hours to be determined.

### How to Apply

In compliance with Covid-19 related policies and restrictions, resume and cover letter may be submitted by email to [jlaivin@brentwoodrecovery.com](mailto:jlaivin@brentwoodrecovery.com)

**Please mark in the subject line "Posting # 09-2021"**

*Only the selected candidates will receive a response.  
Thank you for your interest.*

*Brentwood Recovery Home is an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

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## JOB DESCRIPTION

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**DEPARTMENT:** Men's Isolation Team 3

**REPORTS TO:** Men's Program Manager

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### GENERAL SUMMARY

Works in collaboration with Brentwood Staff to maintain a safe environment for clients on program,

### MAJOR DUTIES

- Support clients on program in their daily schedule; including meetings, meals, jobs, and free time.
- Provide daily reports to the Program Manager and Group Leaders with respect to activities during shift.
- Facilitate group meetings.
- May be required to distribute medications to clients in accordance with the direction of the Medical Dept.
- Must be accessible and on Brentwood property during scheduled shifts unless otherwise communicated with Men's Program Manager.
- Be available to offer fellowship and support to both clients on program and alumni.
- Strong computer skills in window applications.
- Other duties as assigned.

### JOB RESPONSIBILITIES

- Identifying and reporting issues to the Men's Program Manager
- Ability to manage time and responsibilities independently.
- **House Maintainers are not to provide counselling.**
- Must be able to work in a collaborative team environment.
- Ensure that all clients are participating actively in the Brentwood program and are following any special instructions (medical etc...)
- Participate in required staff meetings and all training exercises that are offered.
- Submit required documentation and reports in a timely manner.
- Other responsibilities as assigned.