|  |  |
| --- | --- |
| Job Title: | Residential Rehabilitation Manger |
| Reports to: | Support Manager |
| Salary | £15,500 per annum plus accommodation, utilities and food. |
| * The Exaireo Trust is a Christian charity based in Loughborough, Leicestershire. We provide temporary supported accommodation to single adults who are homeless. Our aim is to enable individuals to move on into independent living, back in work/ education or training. Many of our service users have a background of substance misuse. Our residential house is for 5 males who are serious about their recovery and will be participating in our structured day rehabilitation programme. * If you have a history of an addictive lifestyle, you will need to have been in recovery for a minimum of 7 years. * We are looking for a mature Christian with a “father heart”. **It is an occupational requirement that the post holder is a practicing Christian and male.** * **Job Purpose:** * First, this role is a live in post. It is a full time position. The role is to oversee the day to day running of the residential house whilst also participating in parts of the structured day rehabilitation programme. Our desire is to run the house in a “family like” environment, as far as possible. This will include sharing breakfast and main meals together. You will be given regular time off including some weekends where cover can be arranged. The post holder must have a full driving licence and be confident to drive a minibus.   **MAIN DUTIES AND RESPONSIBILITIES**  **House Management:**   * Be part of the interviewing process for potential new service users. * Induct service users – ensuring all paperwork is completed. * Ensure service users comply fully with the programme requirements, licence agreement and house rules. * Support service users to actively contribute to the running of their own home. Monitor the provision of housing services: bedroom, communal areas, heating, cleaning, provision of furniture etc. * Where applicable, address poor behaviour, hygiene and housing management issues through key work sessions. * To carry out risk assessments as and when necessary due to the changing needs and aspirations of service users. * Make recommendations for move on and support the service user through the process. * Work within our policies and procedures. * Conduct random drug / alcohol testing. * Ensure the smooth running of the house at all times. * Confronting service users and administering warnings as required. * Liaise with relevant staff to ensure all admin is kept up to date (including benefits, risk assessments etc.). * Report any maintenance issues to the Exaireo maintenance department.   .   * Ensure that all housing management data records are kept in the required manner and up to date. * Take reasonable steps to maintain the security of the house, including advising service users and informing management team of any concerns. * Be able to work within agreed budgets, oversee the shopping, manage petty cash and receive and record rents.   **Therapeutic Role**   * Lead regular bible studies. * Take part in and at times lead relevant groups. * Provide individual key work sessions for the five service users in the house. * Review care plans with individual service users. * Organise and take service users on various trips and relevant activities away from the project. * Be aware of and to encourage a healthy lifestyle (i.e. diet, exercise, sleep etc).   NB Training will be given.  **Staff & Team Working**   * Work within a team, supporting colleagues and attending team meetings, recording and sharing information appropriately and confidentially. * Keep up to date with issues relevant to substance misuse related support and other relevant legislation. * To undertake all core training required for this post and other training and professional development activities as required. * Undertake other delegated tasks and responsibilities that fall within your capabilities or as required by management team. * Work within, and promote, the policies and procedures of Exaireo Trust. * Maintain confidentiality about service users, staff and the Company as a whole. * Be flexible; help cover the work of the team during absence, vacancies, or when a colleague is under pressure. * Liaise and coordinate with other team members to provide a cohesive, high quality service. * Liaise with relevant agencies – may include attending 3 way meetings.   If you are interested in finding out more, please contact Catherine Delom, 01509 266422 (office hours), [catherine@exaireo.org](mailto:catherine@exaireo.org) or by post; 5 The Coneries, Loughborough LE11 1DZ.  **Closing date:21st August 2020.** | |