

# Resident House Manager

**Mary's Inn** is a faith-based residential home in Dubuque, Iowa that serves pregnant and/or parenting women. We are seeking a mature individual who is able to work in a fast-paced environment that requires a calm demeanor, with proven problem-solving skills and proactive planning. The successful candidate will have experience working in the fields of recovery, substance abuse or homelessness, and is able to show compassion and understanding for women who have chosen life for their baby.



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## + Shift Available

- Monday - Friday, 3:30 p.m. - 11:00 p.m.

## + Requirements

- A strong Christian faith
- Experience keeping adults on a schedule
- Energy & stamina to keep up with a fast-paced environment
- Proven problem-solving skills
- Good time management skills
- High school diploma or GED
- Able to pass a criminal, sex offender, and abuse background check
- Able to pass a drug screening
- Possess a valid driver's license and reliable transportation

## + Preferred

- 2-3 years paid experience in residential work with adult women with a history of substance abuse or homelessness.

OR

- 5+ years teaching middle school or high school

## + We Offer:

- Training and a competitive hourly rate (\$20)
- Work Remote: No