

MALISEET NATION RECOVERY RESIDENCE

2 HIGH STREET – HOULTON, ME 04730

OFFICE: (207) – 254 – 2088 | CELL: (207) – 694 – 8840

www.maliseetrecoveryresidence.org

Position: *OPERATIONS DIRECTOR / MARR LEVEL 3 RECOVERY RESIDENCE*

Status: FULL-TIME

Reports To: MALISEET RECOVERY RESIDENCE BOARD OF DIRECTORS

Location: HOULTON, MAINE

Salary: \$27.40 - \$29.81

POSITION SUMMARY

The Operations Director provides leadership and oversight of the day-to-day operations of the Maliseet Nation Recovery & Re-Entry Residence. The Director is responsible for ensuring the Residence operates safely, ethically, effectively, and in accordance with applicable MARR/NARR Level III standards, organizational policies, and the mission and values of the Residence.

The Operations Director provides supervision and direction to House Managers, supports residents in maintaining a safe and healthy recovery environment, coordinates care and services with community partners, and serves as the primary administrative liaison between the Residence, Board of Directors, Tribal administration, and outside agencies.

ESSENTIAL DUTIES & RESPONSIBILITIES

- **Operations & Resident Services**
 - Oversee the daily operations of the recovery residence.
 - Oversee resident admissions, orientations, accountability processes, behavior agreements, recurrence-of-use responses, and discharge procedures.
 - Promote a safe, structured, culturally grounded, and recovery-focused living environment.
 - Respond to urgent resident, staffing, safety, and operational concerns.
 - Ensure appropriate boundaries and levels of authority are maintained between the Operations Director, House Managers, and residents.
- **Staff & House Manager Supervision**
 - Provide leadership, supervision, guidance, and support to House Managers and other Residence personnel.
 - Clearly communicate expectations, responsibilities, policies, and procedures.
 - Address staff performance, resident concerns, conflicts, and operational issues as appropriate.
- **Compliance, Policies & Documentation**
 - Implement and enforce approved Residence policies and procedures.
 - Maintain compliance with applicable MARR/NARR Level III standards and certification requirements.
 - Maintain accurate resident, incident, testing, operational, and administrative records.
 - Maintain working knowledge of electronic health record and/or electronic resident management systems.
 - Maintain working knowledge of applicable confidentiality requirements, including HIPAA and other requirements governing the confidentiality of substance use disorder-related information.
 - Participate in required training, certification, monitoring, and compliance activities.

- **Community & Care Coordination**
 - Coordinate care, admissions, referrals, transition planning, and other appropriate services with treatment providers, courts, corrections, Tribal programs, community partners, and referral sources.
 - Develop and maintain positive working relationships with community and Tribal partners.
 - Represent the Residence at meetings, trainings, conferences, and community events as appropriate.
- **Administration, Funding & Board Relations**
 - Provide operational updates and reports to the Board of Directors.
 - Assist with budgeting, financial reporting, purchasing, and responsible use of Residence resources.
 - Identify funding opportunities and assist with applying for grants and other funding sources in coordination with Tribal administration and the Board of Directors.
 - Support organizational planning and the continued development and sustainability of the Residence.
 - Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- College degree preferred but not required.
- Relevant professional and/or lived experience in recovery, behavioral health, peer support, recovery housing, social services, corrections, Tribal services, or a related field.
- Strong leadership, communication, organizational, conflict-resolution, and decision-making skills.
- Ability to maintain professional boundaries and adhere to established ethical standards.
- Working knowledge of electronic recordkeeping systems and ability to learn required electronic platforms.
- Working knowledge of confidentiality, privacy, and professional documentation requirements.
- Valid driver's license and reliable transportation.
- Ability and willingness to travel for required meetings, conferences, trainings, and other Residence-related business.

REQUIRED TRAINING & ETHICAL STANDARDS

- Must hold an active Registered Recovery Coach credential or equivalent professional credential governed by an established code of ethics, or obtain an applicable credential within six (6) months of hire.
- Must complete required MARR/NARR Recovery Residence Operator training and other required certification or compliance training within established timeframes.
- Must comply with all applicable ethical standards, organizational policies, confidentiality requirements, and professional boundaries associated with serving individuals in recovery.

PREFERRED EXPERIENCE

- **Preference may be given to candidates with experience in one or more of the following areas:**
 - Recovery residence operations or recovery housing.
 - Peer recovery support or recovery coaching.
 - Supervisory or management experience.
 - MARR/NARR standards and recovery residence certification.
 - Grant applications, funding development, or organizational sustainability.
 - Justice-involved populations, treatment courts, corrections, or re-entry services.
 - Tribal communities, culturally responsive services, and/or Indigenous recovery approaches.

WORKING CONDITIONS

- The Operations Director works in an active residential recovery environment and must be able to respond appropriately to changing resident, staffing, and operational needs. The position may require occasional evening or weekend responsibilities, response to urgent situations, and travel for meetings, conferences, and training.
- The Operations Director is expected to exercise sound judgment, maintain appropriate professional boundaries, protect resident confidentiality, and model ethical, respectful, recovery-oriented leadership at all times.

Applications are available to download at our website maliseets.net, at the front desk of the Administration Building or by mail or email. If you would like an application or further information on the job description, please contact the Human Resources Coordinator at 532-4273 or e-mail hr@maliseets.com. **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until close of business on October 21, 2026

TO APPLY:

Submit an application to:
Houlton Band of Maliseet Indians
Attn: Jessica Huff
88 Bell Road
Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.

BOARD APPROVAL

- This Position Description was **reviewed and approved** by the **Board of Directors of the Maliseet Nation Recovery Residence** on **August 11, 2026**, subject to incorporation of the revisions directed by the Board.