

Regional Manager (Southern Vermont)

About VFOR

The Vermont Foundation of Recovery (VFOR) is a nonprofit organization committed to supporting individuals in their transition to long-term recovery from substance use disorder by providing safe, affordable, and structured recovery housing across Vermont.

We operate a network of certified recovery homes in multiple communities, offering stable sober living environments where residents are empowered through accountability, peer connection, and community support. At VFOR, we believe recovery is possible for everyone, and we are dedicated to helping people rebuild their lives with access to opportunity, respect, and the resources they need to survive.

Position Overview

We are seeking a dynamic and energetic individual to join our team as a full-time Regional Manager in Southern Vermont. In this role, you'll work directly with people in early recovery and those supporting them, by providing guidance to help them reclaim their lives.

Key Duties and Responsibilities

- Oversee all VFOR properties within the designated portfolio and the House Coordinators who support them.
- Foster and maintain a living environment that is substance free and provides a healthy, non-discriminating, supportive, family-like atmosphere that values diversity.
- Honor multiple paths to recovery.
- Support House Coordinators and hold them accountable to overseeing VFOR homes and supporting VFOR house members. Foster a positive and supportive work environment that promotes teamwork and professional growth.
- Provide 1 on 1 training to House Coordinators on policies, day-to-day duties of their role, and any other pertinent matters.
- Assist House Coordinators in resolving any issues that arise within a VFOR home including but not limited to structural, financial, behavioral, or personal issues.
- Provide leadership and support during crisis situations, including emergencies, conflicts, or return to use situations, ensuring appropriate protocols are followed to safeguard member safety and well-being.
- Hold members accountable to VFOR policies and expectations including administering UAs.
- Support homes directly anytime House Coordinators are not available.
- Ensure compliance with all relevant laws, regulations, and certification standards.
- Prepare regular reports on performance, outcomes, and compliance metrics.

- Monitor and evaluate the effectiveness of policies and procedures, implementing improvements as necessary to ensure optimal outcomes for members.
- Regularly communicate and report pertinent information regarding homes overseen to the Director of Operations following agreed upon protocols.
- Be a member of the Operations Team, including attending the weekly meeting.
- Build and maintain relationships with community partners, landlords, stakeholders, and referral sources to enhance support networks and resources available to members.
- Attend training to develop relevant knowledge and skills.

Desired Qualifications

- Demonstrated leadership experience, including staff supervision, program development, and strategic thinking
- Excellent communication, interpersonal, and problem-solving skills
- Ability to set personal and professional boundaries
- Compassionate, empathetic, and culturally sensitive approach to working with diverse populations with a focus on customer service
- Organized, detail-oriented, and exhibit follow-through on tasks and goals, strong time management skills
- Ability to handle stressful situations and work well under pressure
- Ability to work independently and as part of a team
- Ability to travel throughout the state as needed
- Lived experience in recovery from substance use disorder preferred
- Knowledge and experience operating recovery homes preferred

Compensation & Benefits

- This position is classified as full-time, non-exempt
- Competitive pay, \$29.00 - \$32.00 per hour
- Comprehensive medical, dental, and vision coverage
- Generous Paid Time Off (PTO) and holiday schedule
- Retirement plan options
- Work location: Hybrid

Our Commitment

VFOR is committed to fostering a collaborative, mission-driven workplace grounded in respect, accountability, and shared purpose. We value leadership that is both strategic and human-centered, and

we believe strong internal systems are essential to delivering meaningful impact across the communities we serve.

How to Apply

Please submit your resume and brief cover letter sharing why this role matters to you and how your experience can support our mission in fostering safe, empowering recovery communities to VFOR's Human Resources Department at hr@vfor.org.

Employment is contingent upon the successful completion of a background check.

This position is supported in part or in full by grant funding. Continuous employment is contingent upon the continued availability of funding.

The Vermont Foundation of Recovery is an Equal Opportunity Employer. We welcome and encourage applicants from all backgrounds and do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic.