



Diocese of Houma-Thibodaux  
Office of Human Resources & Employee Benefits  
2779 Highway 311 • Post Office Box 505 • Schriever, LA 70395  
Phone (985) 850-3115 • Fax (985) 850-3215

### Position Announcement

The Diocese of Houma-Thibodaux is currently seeking 2 full-time Night Managers for the Assisi Bridge House of Catholic Charities. The Assisi Bridge House (ABH) is a residential halfway house for chemically dependent men. Men with addictions are given the opportunity to live in a community setting in which they make a commitment to change. Assisi Bridge House supports the 12-step program of AA and NA. Each ABH resident works on a monthly treatment plan addressing his personal needs.

The role of the Night Manager is to supervise the operations during the evening and nights. The Night Manager is to remain in the House when reporting for duty to respond to any emergency. An apartment is available for rest and privacy during shifts.

The Night Manager will:

- Report of residents' compliance with the rules and regulations
- Be available to residents in time of need
- Maintain daily reports about residents to the Clinical Director or Counselors
- Participate in staff retreats
- Transport residents to scheduled AA and NA meetings and other activities
- Assist residents to progress through their recovery program
- Observe residents taking their medication and update medication logs appropriately
- Conduct drug screens on the residents as needed
- Assist clinical director with other program or administrative duties as requested
- Complete other duties as assigned by the ABH Clinical Director or Executive Director of Catholic Charities

The candidate shall possess:

- Minimum education of high school diploma.
- Maintain a high level of confidentiality at all times
- Must have one year of sobriety in the community if in recovery
- The Assisi Bridge House and Independent Living Program deal with many confidential matters.

The position requires a work schedule of 36 hours per week; Shift Work between Sunday-Saturday 7:00 am -7:00 pm. Work schedules will fluctuate with scheduled evening and weekend programs. Excellent benefits and generous paid time off included. Salary is commensurate with experience and education.

For consideration, please submit a cover letter and a resume to [hr@htdiocese.org](mailto:hr@htdiocese.org). Applications are now being accepted until position is filled.