



## DIRECTOR OF WOMEN'S RECOVERY SUPPORT SERVICES

### Job Description

**STAFF MEMBER:**

**POSITION:** Director of Women's Recovery Support Services

**JOB FAMILY:** Recovery Support Services

**POSITION TYPE:** Full-time, salary, exempt

**PAY BAND:**

**REPORTS TO:** Director of Programs

**RESPONSIBILITIES/SUMMARY:**

This position serves in a leadership role for the women's campus and directly oversees women's recovery support services. This includes Child and Family Services as well as Medications for Opioid Use Disorders services. This position supports the overall program and is responsible for building and maintaining community partnerships.

**COMPETENCIES:**

1. Professionalism - Maintains adherence to an accepted Code of Ethics.
2. Organization – Must have good organizational skills and be able to balance and prioritize responsibilities.
3. Participant Engagement – Individual must be non-judgmental, empathetic, genuine, and trustworthy.
4. Communication – Individual must possess strong communication skills and ability to build rapport and trust amongst participants and staff.

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5. Flexibility –Individual must be able to adapt to changing environments, culture, and processes. Must possess creativity to advance our organization and humility to continually grow and learn from others.
6. Decision making – Can recognize and respond to risk, crisis and emergency indicators affecting client welfare and safety
7. Teamwork orientation – Ability to effectively collaborate with other departments, staff, and participants.
8. Self-care – There are inherent risks associated with work in the recovery field, particularly to those with a program of personal recovery. To protect against these risks, individual must have good boundaries, engage in regular supervision and self-care.
9. Leadership – This position will require strong leadership skills to motivate and engage employees. Individual will need to be able to role model effective participant engagement skills as well as strong supervisory and management skills.
10. Passion – Individual must bring a passion for recovery and a positive attitude.

**ESSENTIAL FUNCTIONS:**

1. Provide direct supervision for Child and Family Services Coordinator, Child and Family Peer Support Specialist, and Family Support Specialist.
2. Assist with crisis intervention and stabilization - facilitate access to appropriate levels of care and consultation to staff as needed
3. Ensure timely and accurate reporting for all RSS departments/programs
4. Provide expertise and assistance to the program with legal, medical, educational, employment and housing issues
5. Work to reduce barriers to services, increase engagement and retention, and improve participant outcomes
6. Assist staff in operational and program decision making
7. Ensure effective implementation of MAT and OUD services, integrating these treatments into the overall recovery support system
8. Develop, implement, and evaluate policies and procedures that align with best practices for OUD treatment in a social model setting
9. Provide and coordinate training on MAT protocols, harm reduction and other relevant evidence-based practices
10. Provide continuing education to staff on best practices and available resources

11. Assist with complex case management and direct participant referrals as needed across women's campus programs
12. Serve as a point of contact for addressing issues or concerns as presented from participants/guests, families, and service providers
13. Assist with ensuring timely and consistent communication across women's campus programs and services
14. Coordinate with men's campus recovery support services to ensure consistency
15. Coordinate with other community groups, agencies, and resources to develop cooperative programs and maximize the use of available community resources.
16. Maintain appropriate documentation of services provided. Develop, track, and report outcome measures.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Licensed or Certified Clinical Professional (LCAS, CADC) (preferred)
- Bachelor's or Master's Degree in Social Work or similar field (preferred)
- At least 3 years supervisory/management experience (preferred)
- Experience with Trauma-Informed Care and Crisis Response/Intervention (preferred)
- Strong familiarity with best practices for Substance Use Disorder Treatment, including Medication Assisted Treatment for Opioid Use Disorder
- Experience in child and family services (preferred)

**SUPERVISORY RESPONSIBILITY:**

This position is responsible for supervising the Child & Family Services Coordinator, Child and Family Peer Support Specialist, and Family Support Specialist. Supervisor responsibilities may change based on staffing structure and services offered.

**WORKING ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions to this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid outside weather conditions. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hand to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move more than 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**LANGUAGE SKILLS:**

Must have the ability to read, analyze, and interpret common legal documents; the ability to respond to common inquiries or complaints from clients, or member of the community; and the ability to effectively present information to top management, public groups, and/or board of directors.

**TRAVEL:**

This position is responsible for services at our Women’s Campus, but applicant must be able to travel back and forth between both campuses.

**APPROVAL SIGNATURES:**

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Staff Member

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Date

\_\_\_\_\_

Executive Director

\_\_\_\_\_

Date

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