



Job Title – Rise Recovery Program Director

Job Description

Location(s): Administration Office

Position Title Reports to: Chief Executive Officer

Salary Grade: \$80,000 - \$85,000 Annually, Full Time / Exempt

Position Overview

The position of Program Director serves to ensure consistent optimal quality care using the standards of peer recovery coaching and trauma informed care for all persons receiving services through Rise Recovery programs. The Director represents a critical link between the direct care staff, administrative staff (including CEO), agency volunteers, members of the Board of Trustees, and the greater San Antonio community.

The Program Director must actively support and demonstrate behavior consistent with Rise Recovery core values-Community, Outstanding Service, Relationship and Empowerment, while providing enthusiastic, professional and courteous service to all who walk through our doors.

Essential Job Functions

- Develops, manages and strives to continuously improve delivery of Rise Recovery’s mission, supervising program managers, peer coaches and client youth, young adults and families, through the leadership lens of Rise Recovery’s values and principles of a positive recovery environment.
 - Implements programmatic updates and leads recovery-based initiatives in response to continual learning, agency goals, and community need
 - Selects, supervises and develops individual program staff through leadership of regular staff meetings, individual supervision, development and continuing education plans, timely and accurate annual performance reviews and intern supervision
 - Builds program staff teams at each service location, including center sites, schools and partner locations, in response to program needs.
 - Strengthens community services and Rise Recovery mission impact through collaborative relationships with partners such as other service agencies, schools, government organizations, legal systems and school districts.
 - Reviews and refines standardized information system housing client demographics, service delivery, progress and outcomes.
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Additional Job Responsibilities



- Serves as agency lead and contact for site visits by current and prospective funders
- Provides staff with ongoing training that supports quality service delivery, including evidence-based research concerning our client population, reporting and client tracking systems and incident reports
- Participates with agency leadership in strategic planning and new program development/implementation
- Provides case consultation to all staff in support of client success.
- Utilizes program data, research and best practices to inform program outcomes reports and recommendations
- Attends Board meetings as required
- Participates in annual budget planning process for areas of responsibility, monitors ongoing revenue and expenses and makes timely adjustments in performance as needed
- Maintains required privacy and confidentiality of all information
- Assists with other assigned projects and tasks as requested

Education and Training

- Master's degree in Social Work, Counseling, Psychology, or related field, 5 years' experience in program development and management, 5 years' supervisory or management experience. Experience working in the field of addiction and/or high-risk populations is highly preferred.
- Training on trauma informed care, vulnerable populations, adolescent and family engagement, and a working knowledge on the topics of substance use disorder and recovery

Knowledge and Experience

- Minimum of 5 years direct supervisory experience in a high-risk population
- Breadth of knowledge and extensive practice experience in the delivery and management of recovery services across the continuum of care
- Knowledge of Texas Department of State Health and Human Services rules and regulations pertaining to substance abuse counseling and treatment preferred
- Willingness to participate in ongoing personal continuing education and career development consistent with annual development plan

Skill Competencies



- Unparalleled passion and commitment for helping each participant grow in recovery; Knowledge of prevailing best practice standards; excellent written and verbal communications, interpersonal skills, organizing ability, problem solving, accuracy, follow through and attention to detail

Physical Requirements

Able to operate standard office technology, equipment and utilize office supplies

Working Conditions

Standard administrative office environment, periodic commute for meetings and support to the local service centers; regularly scheduled hours may vary however during periods of workload fluctuation

Rise Recovery is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Interested applicants should send their resume to: Roxanne Flores, Director of Administration at RFlores@RiseRecovery.org