



Martha's Vineyard Community Services, Inc.

**Peer Recovery Support Center Program Director**

Job Description

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Reports to: Recovery Management Services Program Director

Classification: Exempt

Department: Peer Recovery Support Center

Administration Date: March 2023

Approved: March 10, 2023, Elizabeth Folcarelli,

CEO Next Review Date: March 2024

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**Job Summary:**

The Red House Peer Recovery Support Center (PRSC) Program Director assumes a critical role in leading all aspects of programming and operations for the PRSC. This position is responsible for the general oversight of all services, budgeting, reporting and programming provided by PRSC. The Director is highly active and visible and works closely with other community organizations, the leadership body of the PRSC, and other MVCS programs. The Director is responsible for the sustainability of the Center. With staff, members and volunteers, maintains a safe, welcoming space for all those participating in the PRSC, upholds the Code of Ethics and philosophy of the PRSC.

**Essential Functions: \***

- Responsible for the initial implementation and development of the PRSC program including but not limited to policy development, program code of ethics and leadership structure.\*
- Leads implementation of the three year, FY2022 Operational Plan, which encompasses programming, outreach (member engagement), marketing/communications, and volunteer engagement\*
- Pursues, achieves, and sustains national accreditation.
- Manages all financial and contractual obligations of the PRSC including response to RFR and grant applications. Tracks all expenditures and reports to the MVCS VP of Contracts and Strategic Development regarding budget variances on a monthly basis.\*
- Reports monthly to the VP of Quality and Clinical Operations on program progress, services provided, trends and any barriers encountered.\*
- Determines additional funding sources and obtains additional funding.
- Works with BSAS, agency management, staff and peers to maintain and adhere to contract obligations, including adherence to BSAS Standards of Care.
- Creates a process for program evaluation and quality improvement that includes PRSC members, volunteers and community members.\*

- Actively presents to community stakeholders and partners including the SUD Coalition.\*
- Responsible for the PRSC campus and works with the MVCS Facilities Manager and MVCS VP of Finance and Administration to resolve any issues in a timely manner.
- Maintains a positive relationship with the Center's neighbors including the Martha's Vineyard Hospital.
- Develops relationships in the peer recovery sector and actively engages in sector-related activities.
- Attends BSAS meetings as required.
- Meets regularly with members of the recovery community to track trends and to respond to changing needs while promoting community partnership building.\*
- Recruits, provides peer supervision and oversight, cultivates, and retains an invested and high performing staff.
- Ensures training and capacity building objectives are met
- Participates in Directors Meeting, Quality Management Team, and other agency Working Groups and Performance Improvement Teams.\*
- Follows agency policies.
- Completes monthly meeting with the CEO to report out on the PRSC Operational Plan.\*
- Additional duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Lived experience in recovery from substance addiction or co-occurring disorder. Demonstrated knowledge and competency on substance addiction and recovery.
- Supervisory experience in program of similar size and scope.
- Experience in program implementation, development, management and coordination. Experience with contract and grant management and reporting.
- Comprehensive understanding of substance use disorders, addiction, recovery and trauma informed care.
- Experience in utilizing appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities.
- Current working knowledge of the Vineyard community, organizations and service providers. Experience in program and organization development and community building.
- Recovery Coach Training completed; or completion of training within the first year of employment. Additional Recovery Coach Ethics Training also required within first year.
- Excellent communication skills, oral and written.
- Must possess leadership, organization and critical thinking skills.

- Ability to independently use computer systems, the internet and to independently complete reports using Excel and Word.
- Upon hire, ability to pass a background check including CORI and fingerprinting, and then annually thereafter.
- Strong interpersonal boundaries.
- Non-judgmental attitude, ability to be both a learner and a teacher.
- Ability to adapt to changing work environment.
- Availability to work nights and weekends as needed.

**Qualifications:**

- High school diploma required. College degree and or course work in recovery preferred.
- A valid driver's license and clean driving record required to operate agency vehicles.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or other wise to balance the workload.