



ROLE DESCRIPTION

Role: Program Director, Recovery Services

DEPARTMENT (Cause Area): Recovery Services

REPORTS TO: Vice-President of Recovery Services

CLASSIFICATION/ STATUS: Full-Time Exempt 45+ Hours/Week. Hours may vary depending on the need of operations

DIRECT REPORTS: Paid Staff: Life Coaches & Discipleship Coordinators. The people in this role will also manage volunteers and mentors who serve within the ministry.

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES: The Program Director will lead the Recovery Services Team (staff and volunteers.) The team's work, in summary is to enable program participants to overcome the cycle of addiction or debilitating behaviors, and to help equip participants to thrive once they graduate from our residential program. This person will also serve as a mentor and role model. He/she will manage our programming so that is effective and able to help participants progress along the CGM WINS Factors.

MAJOR POSITION RESPONSIBILITIES:

1. Do the work at hand in a manner that is aligned with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for ourselves and participants in our programs.
2. **Responsible for** these duties and processes:
 - Implementation of and compliance with the HTCTC participant transformation model and process which is covered in the *Transformation Playbook* and *Principles and Practices Binder*.
 - Lead and cultivate a healthy community comprised of staff, participants, mentors, and other stakeholders that models and supports the transformation process for all who are involved.
 - Provide day-to-day coaching and direction for Life Coaches, Discipleship Coordinators, Trainers, Mentors and others involved in the transformation process and ministry operations.
 - Ensure that staff--particularly Life Coaches, Discipleship Coordinators and Mentors--are fully trained and equipped to execute their respective responsibilities. Create and oversee training plans to achieve this objective.
 - Regularly evaluate the transformation model and operations processes with a view toward continual improvement (Share thoughts with the VP of Recovery, Transformation Services Director, and Women's or Men's Program Director accordingly.)

- Ensure that facilities are secure and properly maintained with help from by participants and staff.
- Teach and role model personal and community responsibility to create an environment that is conducive to “disciple making” by staff, volunteers and peers.
- Effectively share/present the work and needs of the ministry to community groups, churches, civic authorities and social service agencies, especially potential sources of referrals or volunteers.

3. **Accountable for the outcomes, results, measures**

- Helping the staff and participants to faithfully adhere to the ministry’s transformation and operations models.
- Building community health and morale that will create an environment in which participants and staff can thrive.
- Faithful stewardship of the ministry’s facilities, equipment, materials, supplies and funds.
- For managing disciplinary processes and outcomes as defined by the HTCTC and CGM policies and practices when staff or program participants do not follow these.

4. **Works closely with Internally and Externally**

- Men’s Program Director or Women's Program Director
- Transformation Services Director
- CGM Leadership Team
- HTCTC Staff: Intake and Orientation Coordinator, Chemical Dependency Counselor, Food Service Coordinator
- Community partner organizations and churches
- Referral sources

5. Pray regularly for all persons involved with this ministry.

As with all CGM staff, the person in this role will complete other work-related duties as assigned.

PERSONAL REQUIREMENTS:

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and Bible study.
4. Agree with and sign the Statement of Faith of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.

PHYSICAL REQUIREMENTS:

1. The person in this role will make rounds daily throughout the residential areas.
2. This role requires ascending/descending stairs, lifting or moving up to 25 pounds of office equipment or furnishings in a residential setting. She/he needs the ability to engage in light exercise along with program participants.
3. The person in this position frequently communicates with program participants and staff who have inquiries about daily tasks or changing conditions. She/he must be able to verbally exchange accurate information in these situations.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. Desired: a bachelor's degree in a related field (examples, Behavioral Science, Social Services, Psychology, etc.) and at least two years of experience working in a Recovery setting. The preferred candidate has licensure in in a related field and at least two years of experience working in a Recovery setting.
2. Familiarity and proficiency with Microsoft 365 software (particularly Word and Excel.)
3. Passion for seeing individuals overcome life controlling issues through transforming discipleship.
4. Is a role model of a transformed and transformational life.
5. Track record of team building and team leadership.
6. Mental, emotional, spiritual, and physical stamina for transformational work.
7. Has multi-year experience working with addiction treatment realities and protocols.
8. Unequivocal standards of confidentiality.
9. Has a track record of building productive relationships with internal and external stakeholders and partners.
10. Agrees to sign and align with City Gospel Mission's statement of faith.
11. Must pass both background and motor vehicle check and drug screening.

Date Revised: 9/14/22