**Position Description**: Program Director

Recovery ATX is seeking a full-time Program Director for its Recovery Community Organization (RCO). We are looking for a highly skilled and experienced individual to lead and manage our Recovery Support Services program. The ideal candidate will possess strong leadership abilities, extensive knowledge of the Recovery Support Services field, and a broad understanding of related areas that impact our participants. We are seeking someone passionate about strengthening the recovery community by providing recovery support services and training in a participative decision-making environment. This role requires a dedicated professional capable of overseeing program operations, ensuring compliance with regulatory standards, and fostering a supportive and effective work environment.

**SUMMARY**: The Program Director supports all operations and services of the Recovery Support Services Program, supervises RSS staff, and services, and works closely with the Executive Director to support organizational programs and operations. The Program Director provides primary oversight for activities related to recovery support services delivery, community education, advocacy activities, data collection, and report generation. The Program Director is a member of the Quality Improvement Team and supports the Recovery Support Peer Specialist and interns in reaching their qualification hours.

The Program Director engages the stakeholder community, drawing them into fruitful partnerships. As a member of Leadership, the Program Director must exemplify proactive self-care practices, self-awareness, boundaries, and an established program of self-defined recovery. The ideal candidate will maintain a high degree of communication with partners inside and outside the agency, strategically developing relationships that further shared goals. The Program Director will enhance the agency's reputation and acumen in the community and be flexible and comfortable with new or unexpected situations. They will passionately pursue growth opportunities and encourage others to seek growth as well.

Our Program Director must effectively respond to various personality types and work with the Executive Director and other leadership staff to facilitate daily operations. The Program Director must excel in project management, including administrative, organizational/logistic capability, technology proficiency, and strong communication skills.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

* RSPS certification
* PSS Certification or in pursuit of it
* Bachelor’s degree in social services or a related field is a plus; however, commensurate experience is considered.
* At least 3 years of experience delivering or overseeing the delivery of Recovery Support Peer Services (SUD, MH, or both)
* At least 1 year of personnel management and supervision experience
* Must have lived experience of recovery from substance use disorder and demonstrate active engagement in a recovery pathway.
* Committed to harm reduction philosophy and practices.
* Dedicated to advancing an agenda of equal rights and social justice for marginalized communities, especially through participation in advocacy and community activism.
* Experience developing and maintaining relationships with allied organizations, community organizing groups, coalitions, and community stakeholders.
* Ability to work under pressure, plan and direct the work of others, teach and train staff and community members, and determine and address program needs.
* Must understand and commit to tangible strategies of self-care.
* Must have knowledge of community resources and needs.
* Must be at least 18 years of age.

**ESSENTIAL DUTIES**:

* Supervise and oversee direct services staff and recovery support services delivery.
* Ensure service delivery staff participate in daily shift debriefs, weekly individual supervision, and monthly supervision.
* Represent Recovery ATX in the community, work with the staff and recovery community members to ensure quality and fidelity in all aspects of peer provision of recovery support services, facilitation of forums, listening sessions, and training.
* Collect data and report data as required.
* Attend all required funders' meetings and training and ensure that staff attend required meetings and training.
* Monitor staff data collection to ensure accuracy in reporting.
* Develop and sustain the required Peer Advisory Council (PAC)
* Work with the Executive Director to support agency-specific needs and manage budget limits and changes.
* Participate in assigned tasks for the pursuit of grants and other funding opportunities.
* Deliver information to staff regarding agency needs and assist the Executive Director in soliciting suggestions from staff and participants on changes or decisions.
* Conduct oneself in an ethical manner by adhering to the TCBAP Peer Codes of Ethics
* Perform other duties as assigned by the Executive Director

**COMPENSATION**: $50,000.00

**Please send your resume to Harriet Vaughn at harriet.vaughn@recoveryatx.org.**