

Good News Rescue Mission

Job Description

Position Title:	Men's Recovery Program Manager – Full Time
Ministry Department:	Men's Recovery Program
Reports To:	Senior Programs Manager
FSLA Status:	Hourly, Non-Exempt
Status:	Full Time; \$23-26 per hour

Description: The Men's Recovery Program Manager will oversee and provide leadership to the students and their children who are enrolled in the Men's Recovery Program. This position also requires some public speaking, maintaining positive public relations, managing volunteers, and collaborating with community agencies and organizations. As an employee of the Good News Rescue Mission, the Men's Recovery Program Manager will maintain a relationship with God and demonstrate appropriate behaviors and character traits of a Christian.

Responsibilities:

- Provide leadership and management for the Men's Recovery Program.
- Maintain the structure of the Men's Recovery Program.
- Complete intake interviews and assess students for entry into the Men's Recovery Program.
- Maintain contact and relationships with outside agencies to assist students.
- Assess documentation and case files to ensure case managers are assisting the clients in achieving appropriate levels of progress in the program.
- Meet individually with students for counseling as needed.
- Meet regularly with other program Managers.
- Make public appearances as approved by the Director.
- Assist the Director in recruiting and training staff for the Men's Recovery Program. Recruit volunteers for addiction and bible studies and provide training as needed.
- Management of the Bridge Building (2nd floor) and Victory House.
- Prepare statistics and inform the Program Director of needs.
- Review the annual budget for the Men's Recovery Program. Meet monthly with the Director to review expenses, submit requests for expenditures, and discuss fundraising opportunities.
- Use the Genesis process in the Men's Recovery Program to counsel students in recovery.
- Create, lead, and monitor groups and classes for recovery, discipleship, and sober living. Review the groups and classes with the Director and staff biannually.
- Monitor and manage the regular drug testing of students.
- Monitor procedures for maintaining confidentiality.
- Review and prepare all outside correspondence in accordance with procedures.
- Monitor the medications of students and dispensing procedures. Coordinate with the Director on acceptable medications for students in the program.
- Receive continuing education regarding recovery and addiction.
- Attend supervision case conference meetings and other staff meetings as required.
- Perform any other duties assigned by the Director of Programs.

Minimum Job Requirements:

- Must have a committed personal relationship with Jesus Christ and belong to a Christian body of believers.
- Demonstrates appropriate behaviors and character traits of a Christian.

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- A demonstrated passion for ministry, advocacy, and issues surrounding homelessness and poverty.
- Agrees with and can sign the Good News Rescue Missions statement of Christian faith and be able to share that faith and knowledge with staff and clients.
- Special consideration is given to applicants who have obtained or are willing to attain their CAARR certification.
- Have a BA degree in Business Administration, Human/Social Resources, or other related fields, and/or five years of experience in administration, and/or Certified Drug and Alcohol counselor II, and/or a Certified Clinical Supervisor.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Team player focused on the overall success of the organization.
- Ability to administer a Recovery program.
- Ability to encourage and set a positive tone in the Recovery Program.
- Excellent organizational and coordinating skills.
- Ability to foster a cooperative work environment.
- Ability to supervise/train volunteers and staff to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of computerized information systems used in the Recovery Program, i.e., case management software and Microsoft Office suite.
- Skill in budget preparation and fiscal management.

Work Environment:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. The environment is pleasant overall, though employees may occasionally have exposure to cold temperatures. The noise level is usually moderate.

Employees may encounter irate or irrational clients, who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or who may be mentally or physically disabled.

Employees may also be regularly exposed to some risk of communicable diseases from guests at the facility, including potential exposure to tuberculosis (TB) and other respiratory illnesses.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is regularly required to walk, talk, and hear. The employee is also regularly required to sit and occasionally required to stand. Good manual dexterity is

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required for tasks involving the use of hands to operate a computer keyboard, handle objects, and perform detailed work. The employee is also required to reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds, including going up flights of stairs.

Specific vision abilities required for this job include distance vision, color vision, depth perception, and peripheral vision. The employee is also required to have close visual acuity for tasks such as viewing a computer terminal.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pre-Employment Screening

- Drug test
- Clean DMV record
- Must be insurable through GNRM's auto insurance provider.