

Good News Rescue Mission
Job Description

Position Title: Program Manager of the New Life Recovery Program
Ministry Department: New Life Recovery Program (NLRP)
Reports To: Director of Operations
FSLA Status: Hourly, Non-Exempt
Status: Full Time

Description: The Program Manager of the New Life Recovery Program will oversee and provide leadership to the students and their children who are enrolled in the New Life 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 Program Manager of the NLRP will maintain a relationship with God and demonstrate appropriate behaviors and character traits of a Christian.

Responsibilities:

1. Provide leadership and management for the NLRP.
2. Maintain the structure of the New Life Recovery Program.
3. Complete intake interviews and assess students for entry into the New Life Recovery Program.
4. Maintain contact and relationships with outside agencies to assist students.
5. Assess documentation and case files to insure case managers are assisting the clients in achieving appropriate levels of progress in program.
6. Meet individually with students for counseling as needed.
7. Meet regularly with other program Managers.
8. Make public appearances as approved by the Director.
9. Assist Director in recruiting and training staff for the NLRP. Recruit volunteers for addiction and bible studies and provide training as needed.
10. Management of the Bridge Building (2nd floor) and Victory House.
11. Prepare statistics and inform the Director of the Program needs.
12. Review the annual budget for the NLRP. Meet monthly with Director to review expenses, submit requests for expenditures and fund raising opportunities.
13. Use the Genesis process in the NLRP, to counsel students in recovery.
14. Create, lead, and monitor groups and classes for recovery, discipleship and sober living. Review the groups and classes with Director and staff bi-annually.
15. Monitor and manage the regular drug testing of students.
16. Monitor procedures for maintaining confidentiality.
17. Review and prepare all outside correspondence in accordance with procedures.
18. Monitor medications of students and dispensing procedures. Coordinate with Director on acceptable medications for students in program.
19. Receive continuing education regarding recovery and addiction.
20. Attend supervision, case conference meetings, and other staff meetings as required.
21. Perform any other duties assigned by the Director of Operations.

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.
- 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 give to applicants who have obtained or be willing to attain their CAARR certification.
- Have a BA degree in Business Administration, Human/Social Resources, or other related fields and/or five years 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 to the Recovery center.
- 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.

WORKING CONDITIONS AND PHYSICAL EFFORT:

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Pleasant working environment; maybe exposed to cold occasionally. The noise level in the work environment is usually moderate. Employee may come into contact with irate and irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or be mentally or physically disabled. Employee may be regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases.

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

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, talk and hear. The employee is occasionally required to stand and regularly required to sit, manual dexterity necessary in using hands to finger, handle, feel, type on computer keyboard. The employee required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds up stairs. Specific vision abilities required by this job include distance vision, color vision, depth perception and peripheral vision. The employee is required to

Good News Rescue Mission

Job Description

have close visual acuity to perform an activity 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 and nicotine test
- Clean DMV
- Must be insurable through GNRM's auto insurance provider