

**Realize U 252 is actively seeking a Recovery Residence Program Director to join their team in Craven County, NC.**

**About:**

Realize U 252 is a non-profit organization in New Bern, North Carolina. Our mission is to provide a twenty-four-hour facility for the purposes of shelter care and recovery from alcohol or other drug addiction through a 12-step, self-help, peer role modeling, and self-governance approach. In addition to recovery supportive housing, we provide services to those recovering from substance use disorder by creating an accessible, drug and alcohol-free environment, supporting fellowship, and building partnerships among the recovery community. We seek to build connections with those that are invested in their own inner-transformation and to help them transition into a healthy peer-supported network.

**Job Summary:**

We are currently seeking to hire a Program Director to run the day-to-day operations of the program and to lead the Recovery Residence in a manner that ensures the greatest change for our residents' long-term recovery success. This position requires a self-starting, detail-oriented individual with leadership skills and a passion for helping others recover from a substance use disorder.

The Program Director must demonstrate initiative, strong self-leadership, and higher-level problem solving ability. This key leadership position is responsible for the overall success of the program measured by its ability to serve residents and help them realize their potential for success in recovery. The Program Director works in concert with the Executive Director and Case Manager to oversee a Comprehensive Continuum of Care Program for Residents. The Program Manager is responsible for overall operation of the programs, which includes planning, developing, implementing, monitoring, evaluating, and improving the Realize U 252 program and Recovery Residence.

The Program Director will have regular interaction with Residents serving as a role model and leader within the Residence, and must have a deep understanding and appreciation for a recovery lifestyle.

**Essential Functions and Key Accountabilities:**

- Report directly to the Executive Director (ED) and Board of Directors
- Help the ED to maintain a minimum 90% occupancy rate for the Recovery Residence.
- Maintain Quality Improvement (Q/I) Program activities, including but not limited to, databases, daily logs, progress notes, and ensure that Resident Records are appropriately maintained up-to-date.
- Overall management and maintenance of Recovery Residence with responsibilities that may include permits, OSHA, fire drills, inventories and other residence-related management issues, as required.
- Seek/maintain North Carolina Association of Recovery Residences (NCARR) certification as a Level Three recovery residence
- Prepare any and all reports and correspondence relative to the Program as requested by the Federal, State, City or other funding sources/grants. Responsible for addressing and correcting any and all deficiencies which may be cited as a result of audits conducted by the funding sources.
- Oversight of program and office expenses, including purchase of equipment, ordering of supplies, managing maintenance requests and supervising repairs, as needed
- Expected to be available 24/7 by phone and on-site during emergency situations.
- Assist the ED with special projects including analyze, research, prepare reports, attend meetings, represent program/organization as required and other programmatic duties assigned.

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- Maintain effective screening and evaluation of Residence applicants and deliver recommendations to the board.
- Assist the Board of Directors and ED with fundraising efforts with support from staff and volunteers that includes fundraising events or program outreach.

### **Responsibilities include but are not limited to the following:**

- The planning and execution of extra-curricular Residents' outings and recovery-friendly social events with assistance from House Manager, Case Manager, and Board of Directors
- Scheduling and leading Resident workshops, or coordinating with local agencies to provide, e.g., Job Readiness Training, Wellness Recovery Action Planning, Recovery Support Group Meetings, etc. as needed.
- Managing the day-to-day operations of all program's components, providing continuous oversight for the Residents' goals of recovery, rehabilitation, and community reintegration by planning and implementing outreach, intake, counseling, crisis intervention, emergency and case management activities.
- Operate in accordance with RU252 policies and procedures
- Maintain organization's policies and procedures to include house rules for the residence; make updates and revisions to them as required with input from the ED and Board of Directors
- Empower Residents by reducing barriers to treatment, enhancing motivation, stabilizing life situations, and facilitating engagement in Substance Use Disorder (SUD) treatment and community resources.
- Provide and/or coordinate weekly, non-clinical group meetings at the Residence to promote the growth and development of Residents.
- Supervise Recovery Residence House Manger, staff and volunteers to include peer support or recovery coaches that work with Residents.
- Maintain knowledge of community SUD treatment opportunities, available social services, and support programs.
- Develop relationships with referring organizations to obtain referrals to the program.
- Develop relationships with treatment providers for linkage purposes and other treatment related activities.
- Provide weekly updates of progress and needs for Program and Residents.
- Maintain integrity and efficacy of the program by managing the morale and supportive-community aspect of the Recovery Residence

### **Required Qualifications:**

- A four-year/Bachelor's degree (in any field)
- Five or more years professional experience (preferred)
- Minimum two years of experience in the field of Substance Use Disorders
- Peer Support Specialist or Recovery Coaching Certification (preferred)
- If in recovery, must have 2+ years of sustained recovery from a substance use disorder
- Willingness to obtain additional education to include: Peer Supporter training; Wellness Recovery Action Planning (WRAP); Basic First Aid; CPR; Narcan Administration Training; Mental Health First Aid, and drug testing procedures
- Basic computer competency and keyboarding skills (i.e. Microsoft Word, Excel)

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- Knowledge of available community resources
- Must own a vehicle and maintain valid Driver's License
- Must pass background check and periodic drug screening
- Must abide by all Realize U 252 Policies including non-discrimination and confidentiality policies
- Experience working with various pathways to recovery, including 12-step
- Experience with recovery residences/sober living housing programs (preferred)
- Duties are most often performed in general office setting with some travel required within the service area. Overnight travel infrequent.

### **Experience / Knowledge:**

- Management/supervision experience and abilities to provide direction within the program.
- Knowledge of working with the diversity of populations served.
- Must be able to manage fiscal responsibilities to ensure budget compliance.
- Must be able to communicate clearly and professionally for purpose of creating and maintaining professional relationships with Realize U Staff, Board of Directors, and professionals at other service agencies.

### **Physical requirements that are bona fide occupational qualifications essential to the performance of the job:**

- Must be able to detect signs or symptoms of chemical use, distinguish impairment or distress in Residents, and adequately inspect living space for indications of unauthorized activities.
- Sensory acuity sufficient to evaluate, treat and monitor Residents' needs.
- Maintain accurate and current documentation of Residents' status, progress, and needs
- Ability to maintain legibly and accurately complete reports and records.
- Endurance to work 10-hour days when required.

Nothing in this job description restricts organization's right to assign or reassign duties and responsibilities to this job at any time.

Realize U 252 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

If interested, please submit resume and cover letter to: [director@realizeu252.org](mailto:director@realizeu252.org)

Any questions about the position can be addressed to: [director@realizeu252.org](mailto:director@realizeu252.org)