



Job Posting

JOB TITLE: **Assistant Director; JLC Recovery & Wellness Center
(Full-time - Exempt)**

Reports To: Director of Recovery Support Services

FLSA Status Non-Exempt

Responsibilities:

- Start-up and ongoing operations of the Recovery Center, a low-threshold, peer recovery support program;
- Develop and promote monthly calendar of Recovery Center programs and activities;
- Conduct relapse prevention trainings and individual support sessions for volunteers and peer training and family members;
- Ensure participatory process to ensure authenticity of peer involvement in program development via the Peer Leadership Council (PLC);
- Manage the mentor selection process and design of workshops with PLC;
- Coordinate leadership and communications development classes for the mentors
- Maintain quality assurance, client satisfaction survey, departmental meetings and chart reviews;
- Maintain integration of program in agency service continuum;
- Flexible schedule including two nights per week and Saturdays
- Completes projects as assigned.
- Supervise and monitor the day to day operation of the Recovery Center Program which include but not limited to: individual weekly supervision, bi-weekly department meetings, case conference, evaluation of resources used for client support services, and coordinate networking/recruitment activities.;
- Evening and Weekend hours as needed at or on behalf of the Judith Loeb Chiara (JLC) Recovery & Wellness Center (RWC);
- Complete and submit monthly report to supervisor.

Qualifications:

- Proof of High School graduate or GED
- Two (2) years human service experience
- Knowledge of computers
- Possess the ability to perform a variety of tasks and changing assignments on short Notice
- Certified CASAC or CASAC-T

Salary Range: High \$40's

Resumes: Submit resume and cover letter to:
Wendy Jenerette, Sr. Director of Human Resources
Jenerette@exponents.org