

Program Director

COMPENSTATION

Annual Salary Range \$32,000 – 38,000 based on experience

Incentive program for additional compensation



REQUIREMENTS

- Minimum 2 years experience in a drug and alcohol recovery home environment, or related setting, experience in a residential setting preferred.
- Preferred candidate in recovery, min 5 years
- Strong leadership and organizational skills, and ability to develop and build consensus.
- Understanding of residential operations
- Excellent communication skills.
- Self-motivated
- Understanding of Simply Grace's mission and philosophy; Demonstrate cultural sensitivity and workplace harmony.
- Program and Activity Development
- Recovery Coaching Certification preferred
- Community Outreach and involvement
- Value and exhibit excellent customer service.
- Ability to work flexible and non-traditional hours as needed to provide coverage in crisis situations, and to invest the hours necessary to complete the work.

OVERVIEW OF POSITION

This person will oversee the programs and programming development for the Simply Grace community of houses and will work to implement programming that reflects Simply Grace's values, mission and services. Simply Grace currently has 4 sober living homes in the extended DFW area. Simply Grace is a 501C3 organization. Flexibility is key to this position; the dynamics of the houses and residents are ever changing. Being able to problem solve in a stressful environment is a major attribute needed to be successful in this position.

The Program Director will be responsible for answering all inquiry calls (24 hour coverage), set up and handle potential resident interviews and screening. This person should have the ability to offer an alternative if a client is not a candidate for SG. The Program Director will assist house managers with intake and exit interviews when needed. There will be some travel required between properties.

Strong communication skills are needed to interact with house leadership teams, Executive Director and Board of Directors. This person will directly oversee the leadership team in each house (House Manager, Assistant House Manager and Chore Coordinator) and will manage accountability within the leadership team at each house while providing the support and tools they need to be successful. The Program Director must be available to be present for house emergencies as they arise, to manage the situation and to report such occurrences to the executive staff.

Community outreach will be a major part of the position to secure goods, services, donations and programming for all houses. As well as conduct facility presentations, house tours etc. to build and maintain relationships within the recovery community and to establish a resident referral program.

The Program Director will need to maintain appropriate house and resident records through BestNotes. The program director is responsible for ordering house supplies and managing repair requests. This person should also be proficient in Excel and Word to be able to maintain weekly and monthly reporting to the Executive Director.

Send Resume to info@simplygracehouse.com