



POSITION DESCRIPTION

Title: Program Director

Hours: Full-time

Reports to: Director of Operations

Function:

The Program Director is responsible for implementation and ongoing management of systems and processes to ensure efficient and effective psychosocial education and rehabilitation services to members. The Program Director oversees day-to-day program operations and is responsible for cost management, accreditation compliance, and quality improvement initiatives. The Program Director is responsible for maintaining collaborative and consultative member relationships, staff relationships for integrating programs within the agency. Program Director is accountable for achieving program outcomes demonstrating the program value to donors and funders.

Responsibilities:

1. Interviewing, hiring and managing staff and volunteers in conjunction with Human Resources. Manage Community Service workers referred by Probation Department, including making appropriate work assignments and completing documentation.
2. Developing an effective team, motivating and influencing staff to excel in order to provide opportunities for members to become as independent and healthy as possible.
3. Building and developing effective working relationships with members, their family and caregivers, and community partners.
4. Maintain member records, attendance records, activity statistics and other data maintenance as assigned.
5. Complete reports accurately and on time.
6. Ensure resources and supplies are available for staff and members.
7. Maintain the staff calendar and monthly master schedule of the center's wellness and recovery program.
8. Oversee the maintenance of the center, property and vehicle. Procure necessary inventory for House function.
9. Conduct monthly staff meetings and attend monthly Green team meetings
10. Participation in agency trainings and all-staff meetings.
11. Other duties as assigned.

Position Qualifications:

1. Preferred Certification: Certified Recovery Peer Specialist through the Florida Certification Board
2. Bachelor's Degree Preferred
3. 3-5 years of experience in supervision of programs and staff
4. Excellent verbal and written communication skills
5. Basic knowledge of Microsoft Office Applications
6. Florida Driver's License
7. The ability to pass a DCF Level II Background Screening