



## Women's Program Director – House of Freedom & Miracles

Under the supervision and support of the Executive Committee, the Program Director is responsible for coordinating the daily 24-hour operations of the Program, including the implementation of Board policies and procedures, and ensuring compliance with Serenity Recovery Network Board policies and grant guidelines.

### Responsibilities and Duties

- Plans and implements programs that are in compliance with all Board and grant guidelines/regulations.
- Create, update and implement Family Day I and II
- Coordinates and maintains administrative system to assist with emergency coverage and client crises, facility and personnel issues.
- Provides daily on-site support to residents as necessary
- Coordinates and implements programs and resident management services
- Coordinates with the alumni committee
- Manages and plans continued care discharge plan for all residents.
- Plans and coordinates recreational, leisure, life skills, vocational/educational, employment and drug/alcohol relapse prevention activities.
- Insures that the environment is safe and residents are adhering to house rules, Board policies and regulations.
- Facilitates Individual Resident's reviews and Residential House Meetings.
- Assists in personnel matters related to recruiting, training and supervising employees. Makes recommendations regarding hiring, firing and other personnel actions.
- Attends local, county, and statewide networking activities as needed.
- Assists in Board events including fund raising and community outreach events as requested.
- Attends employee meetings and staff training as required
- Completes monthly, quarterly and/or annual reports as required.
- Works closely with the Executive Committee on developing, implementing and monitoring program budget.
- Completes progress notes, data entries and other paperwork as needed.
- Is responsible for building maintenance and supplies and when necessary contracts for outside contractors within the budget.
- Completes other related duties as required.

### Skills and Specifications

- Must be active in a 12 step recovery program
- Must have at least 7 years experience in Intensive Outpatient and /or residential facility and how to facilitate a resident being successful in recovery.
- Must have extensive knowledge of the Shelter From the Storm program

**Send confidential letter of interest, resume, contact information for one personal reference, two professional references and salary requirements no later than July 15, 2017 to Carol Serrone at [carol@joyfilled-living.com](mailto:carol@joyfilled-living.com)**