



Position: Manager, Recovery Community Support **Salary:** D.O.E.
Status: 100% Full-Time, Regular, Exempt **Benefits:** Employer Paid
Probation: 180 Days

The AMAAD (*Arming Minorities Against Addiction & Disease*) Institute is seeking to hire a Manager of Recovery Community Support Services. The position will be responsible for ensuring a seamless process for a wide range of program services, including recovery coaching, outreach, support groups, special events, prison/jail reentry efforts, transitional housing, as well as health education and risk reduction activities. The Manager of Recovery Community Support Services will be a key player in the AMAAD Institute's day-to-day internal program activities that address the needs of the organization's priority population, which is Black and Brown LGBTQ young adults who are at-risk or affected by substance use disorder (SUD) and/or HIV/AIDS, especially individuals who reside and/or socialize in or around South Los Angeles, Inglewood, Compton, and North Long Beach.

Responsibilities:

- Develop and implement strategies that will maximize the synergies among internal program efforts.
- Cultivate existing relationships with community partner agencies with the goal of ensuring that AMAAD program participants have access to external services.
- Develop and implement a system to evaluate the skill, experience, and professional development needs of all staff.
- Implement a professional development program to address employee experience and skill gaps.
- Work with staff to develop objective performance measurements, to ensure consistent, high-quality evaluation and goal setting for all employees.
- Instill a sense of accountability among team members by modeling tight oversight of individual and organization performance standards.

Qualifications:

- Minimum Bachelor's Degree, and preferably a Master's Degree in Social Work, Psychology, or similar health and/or human service field; plus 5-10 years of professional experience with three of those in a team management role within prevention or treatment services for HIV, substance use disorder (SUD) or related public health services.
- Demonstrated success developing and evaluating program models, and selecting and successfully operationalizing innovative programs.
- Proficient in using technology as a management reporting tool and experience working with information technology products to develop and implement program evaluation systems.
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.
- Experience having worked with a high-performance, collaborative, constructive peer group.
- Strength in managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, span-of-control and performance.
- Deep understanding of human resources, employee performance improvement plans, and corrective action policies.
- Demonstrated results in managing through complex systems and proven experience negotiating win-win agreements.
- Excellent verbal and written communication skills with exceptional attention to details.
- Personal qualities of integrity, credibility, and a commitment to and passion for the AMAAD Institute's mission.

Attributes:

- Guided by a clear set of Core Values and Behaviors - Humble, Hungry, Mission Driven and People Smart, you will join an impressive group of individuals and contribute your diverse set of experiences, skills and characteristics to the organization
- Accepts guidance and responds well to feedback; Displays maturity, good judgment, enthusiasm and personal motivation
- Strong interpersonal skills including the ability to anticipate workload and effectively cultivate and leverage relationships with colleagues to meet deadlines
- Collaborative entrepreneurial spirit, ability to multi-task and prioritize concurrent projects and day-to-day tasks within a high production and fast-paced environment.

Submit Cover Letter and Resume to:

job@amaad.org