

The Center for Community Alternatives Substance Abuse and Recovery Project Director

The Center for Community Alternatives (CCA) is a leader in the field of community- based alternatives to incarceration. CCA promotes re-integrative justice and a reduced reliance on incarceration through advocacy, services and public policy development in pursuit of civil and human rights.

Job Summary: Responsible for the day-to-day oversight of program operations, including: recovery services, peer leadership and related training, supervising program staff and peers, and program reporting. Utilize Recovery Coaching/Peer Mentoring skills to demystify treatment and help participants access treatment and negotiate insurance barriers. Act as chief liaison to community partners and linkage agencies, and serve on the Rochester/Monroe Recovery Network Advisory Board. Requires occasional evening and weekend hours.

Duties and Responsibilities:

- Manage day-to-day program operations, including: ensuring quality recovery services, peer leadership and other training; managing office space and equipment; coordinating decision making and purchases with the Syracuse office through the Director of Recovery Services, the Office Manager, or the Deputy Director.
- Supervise program staff and peers ensuring the accomplishment of their roles, duties, and required deliverables, as assigned. Review and approve daily staff schedules. Prepare annual employee performance reviews.
- Oversee the development and implementation of an outreach plan to recruit and retain individuals as members of the Rochester/Monroe Recovery Network. Ensure timely survey of members.
- Oversee training and support of network members.
- Along with Director of Recovery Services and Deputy Director, ensure the accomplishment of goals, objectives and deliverables required by NYS OASAS funding and for all Network activities and services.
- Act as chief liaison with community partners and linkage agencies, facilitating collaborative relationships.
- Attend community stakeholder meetings on behalf of the Rochester/Monroe Recovery Network.
- Offer presentations to community groups and testify at public hearings and community forums on issues related to the goals and objectives of the Rochester/Monroe Recovery Network.
- Oversee project data collection and timely completion of program reports to funders. Maintain data as required and issue reports as requested.
- Facilitate staff meetings and other program and community meetings, as directed. Attend monthly CCA Managers and Staff meetings in person or by video conference.
- Attend training programs, as assigned.
- Perform other duties as assigned by Director of Recovery Services, Deputy Director or Executive Director.

Qualifications:

- At minimum, Bachelor's degree in health, education, psychology, social work, counseling or other related field.
- Minimum 2 years' management/supervisory experience.
- Must demonstrate knowledge of community resources, existing network of behavioral health providers, and confidentiality regulations.
- Commitment to and experience in working with adults and youth with diverse cultural backgrounds who are involved, or at risk of involvement, with the criminal/juvenile justice system, HIV/AIDS, or substance abuse.
- Personal experience with recovery (3 years or more of sustained sobriety) and/or criminal justice issues strongly preferred.
- Strong written and oral communication, project management and supervisory skills.
- Computer literacy (word processing, e-mail, internet research, data entry) required.
- Bilingual (English/Spanish) preferred.

- Possess a valid NYS driver's license, a reliable vehicle able to transport participants, and appropriate level of auto insurance, as required by CCA.

Please send cover letter indicating position applying for and resume: jobs@communityalternatives.org