

Connecticut Community for Addiction Recovery (CCAR)

Position Title: Recovery Community Center Manager

Name:

Performance Appraisal

Date:

Section 1: Job Specific Responsibilities

Job Function/Responsibility	Below Standard	Meets Standard	Exceeds Standard	Weight	Points
Recovery Community Support: Provide individual support, system navigation for recoverees and their families, provide resources, referrals, answer phone calls and handle requests for assistance. Exhibits good customer service skills.	0-8	9-24	25-28	28	
Recovery Support Services: Develop, coordinate, implement and manage recovery support services delivered from the recovery community center. Ensure Telephone Recovery Support and Recovery Coaching runs efficiently.	0-6	7-21	22-24	24	
Promotion & Marketing: Builds the local support service network through personal meetings, presentations, council/committee/board membership, speaking engagements and other promotional/networking activities. Recruits volunteers and promotes Recovery Support Services in the local community.	0-4	5-15	16-18	18	
Recovery Training Series: Work closely with Volunteer Manager to coordinate, schedule, implement and evaluate the Recovery Training Series. Events will be scheduled in accordance with Stay in Your Lane guidelines.	0-3	4-8	9-10	10	
Special Events: Plan and implement special events for the recovery community.	0-2	3-6	7-8	8	
Administration: Turn in required bi-weekly reports, time sheets and expenses in a timely manner. Makes fiscally sound decisions in the management of the agency budget.	0-2	3-6	7-8	8	
Attendance: Reports to work as scheduled. Follows agency procedure for reporting absence. Puts in hours required to meet responsibilities. Models good attendance/time management.	0-1	2-3	4	4	
Total				100	

Section 2: Commentary and Explanation:

Recovery Community Support:
Recovery Support Services:

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Date: _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Executive Director Signature: _____

Date: _____