



CONNECTICUT COMMUNITY
FOR ADDICTION RECOVERY

Job Description

Title: Recovery Community Center Manager

Reports to: Sr. Program Manager

Status: Exempt

Hours: 35 per week

Date: July 2019

Position Summary: The Recovery Community Center (RCC) Manager manages the daily operations of the RCC and coordinates recovery support services in the RCC.

Duties and Responsibilities:

- Responsible for the daily operations of the recovery community center; ensuring a recovery-focused tone and culture.
- Provide individual (one-on-one) support, system navigation for recoverees and their families, provide resources, referrals, answer phone calls and handle requests for assistance. Up to 25% of time may be dedicated to one-on-one assistance.
- Oversees the provision of peer recovery support services development, coordination, implementation and management at local level.
- Ensures that Telephone Recovery Support program operates efficiently in their recovery community center.
- Builds the local support service network through personal meetings, presentations, council/committee/Board membership, speaking engagements and other promotional/networking activities.
- Recruits volunteers; promotes recovery support services in their local community.
- Supervision.
- Schedules and implements recovery trainings and events in accordance with established requirements.
- Maintains data, writes reports and keeps pertinent and accurate records.
- Other duties as required

Qualifications:

- Minimum of three years of successful and progressive experience in service/program delivery with a nonprofit organization.
- Minimum of two years in a supervisory/management capacity.
- Experience in outreach, networking, promotion and training.
- Strong customer service ethic.
- Ability to operate in a fast-paced and demanding environment.
- Computer skills and current technology experience.
- Knowledge about addiction recovery a plus.
- Cross-cultural skills, and experience with culturally diverse populations.
- Demonstrated excellence in written and oral communication skills.
- Familiarity with CCAR projects and services preferred.



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Physical Abilities:

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Physical Abilities	N/A	Occasionally	Frequently	Constantly
Standing			X	
Walking			X	
Sitting			X	
Stoop, kneel, crouch, crawl, bend		X		
Handling/Fingering			X	
Reach Outward/Above		X		
Taste and Smell	X			
	Less than 10 lbs	10 lbs to 50 lbs	50 lbs to 100 lbs	More than 100 lbs
Lifting		X		
Visual Requirement	20/20 Correctable Vision			