

**PEER RECOVERY SERVICES
PROGRAM DIRECTOR
JOB DESCRIPTION**

Requirement: This position is funded by the Mental Health Services Act. A requirement for employment is lived experience with a mental health condition and strong recovery; and/or be a family member of someone with lived experience with a mental health condition.

General: This position reports directly to the CEO, works closely with the management team and entire staff

Qualifications:

- Bachelor's Degree (preferred)
- At least 2 years of professional work experience performing the primary functions of this position
- A current and valid Class 'C' California Driver License
- Excellent written, verbal, and interpersonal communication skills
- Professional research, writing, and editing skills
- Advanced computer literacy skills
- A thorough understanding of the structure and functions of California's Public Mental Health System and MHSA
- Familiarity with the Consumer Movement, self-help and recovery principles, and peer support services
- Any combination of training, education, and experience necessary to perform the Job Duties for this position, and likely to provide the required Knowledge and Abilities described herein

Job Duties:

- Collaborates with staff to implement PRS Mission and Vision
- Researches and trains staff in best practices for peer run organizations and peer support
- Creates and administers surveys, evaluations, and other data collection tools
- Develops and delivers presentations and trainings for various audiences
- Plans and coordinates events
- Monitors effectiveness of program activities and data collection strategies
- Responsible for completing Quarterly Reports to SJC Behavioral Health Services
- Responsible for monthly invoicing BHS for contract expenses
- Manages the contractual, operational, budgetary, and fiscal responsibilities of all PRS Wellness Centers
- Develops/updates employee job description; recruits, screens, interviews, and hires job candidates
- Provides coaching, direction, feedback, and oversight to employees in the performance of their job duties
- Ensures employees meet expectations for productivity, work quality, and performance outcomes
- Ensures employees understand and follow all relevant policies and procedures
- Connects employees with appropriate training, education, and professional development opportunities
- Conducts supervision meetings and periodic performance evaluations
- Tracks employee attendance, punctuality, and use of vacation and sick time
- Documents employment-related incidents and trends; refers significant matters to CEO
- Works with CEO to initiate disciplinary actions, collaborative work-plans, workplace accommodations, and leave of absence determinations when necessary
- Onboards new hires and performs employee offboarding procedures for separations from employment
- Models leadership, personal responsibility, advocacy, recovery, integrity, and cultural humility
- Engages in short- and long-term strategic planning
- Monitors the activities of similar agencies to maintain effective services
- Leverages agency resources to maximize program's efficiency, performance, and results
- Assesses program outcomes and other data to identify strengths, opportunities, and areas for growth
- Attend and participate in SJC BHS Consortium meetings and mandatory trainings as necessary
- Develop outreach to consumer populations throughout San Joaquin County
- Seeks out and secures opportunities to elevate program's mission and profile

- Responds to relevant funding opportunities, including grant writing, to sustain and expand mission and vision
- Monitors and maintains program equipment and office supplies
- Preserves confidentiality at all times in accordance with Federal, State, and agency standards
- Follows all PRS policies, procedures, and safety protocols; adheres to relevant employment laws
- Other duties as assigned

Successful Program Directors will have the ability to:

- Project capable leadership and deftness in navigating complex issues
- Model wellness, resilience, self-awareness, maturity, effective coping techniques, and communication skills
- Foster mutuality and respect in relationships; use language that is non-clinical and non-judgmental
- Demonstrate culturally-sensitive and appropriate interaction
- Communicate and collaborate with a wide range of organizations, groups, professions, and individuals from different educational, economic, and cultural backgrounds
- Build effective coalitions among individuals and groups in alignment to our mission and vision
- Confront issues directly, initiate difficult conversations, implement effective solutions, and consistently reinforce standards and expectations to prevent the escalation of problems
- Demonstrate outstanding planning, budgeting, organization, and time management skills
- Balance multiple tasks and competing priorities to successfully manage responsibilities and workflow
- Work with minimal oversight and instruction
- Pay close attention to detail; review content for accuracy and consistency; adequately proofread materials prior to publication/dissemination to ensure they are free of typos, grammatical errors, and misspellings
- Take direction and follow through on tasks until satisfactorily completed
- Empower staff to perform their best work, develop new skills, and reach their full potential
- Display professionalism in appearance, language, and conduct
- Identify agency/program needs and initiate specific concrete actions to meet them; figure out what needs to be done and then do it without external prompting
- Implement procedures to effectively monitor the status and outcomes of program tasks and deliverables
- Take personal responsibility for actions, decisions, results, and outcomes
- Remain productive, calm, and focused in a hectic work environment
- Manage common triggers and frustrations inherent to this work
- Maintain confidentiality and appropriate interpersonal boundaries with others
- Act in the best interests of PRS while remaining responsive to employee and third-party needs

Resumes with cover letters will be accepted until the position is filled:

info@twcsj.org

Peer Recovery Services
 1109 N. California St.
 Stockton, CA 95204
 (209) 451-3977

See our website: www.thewellnesscenterprs.org for additional information.