



Thriving United, Inc.

Recovery Community Organization

Job Description

THRIVE! Teen Recovery Co-Director

Status: Salaried, Exempt

Reports To: Executive Director

POSITION OBJECTIVES

The THRIVE! Teen Recovery Co-Director oversees all efforts related to youth up to the age of 18 including peer support, events, curriculum, policies and procedures, budgeting, and associated reporting.

ESSENTIAL FUNCTIONS

- Planning and coordination of all group meetings, functions, and events
- Budgeting for youth related cost centers
- Coordinate and facilitate transportation of group members as necessary
- Upkeep of THRIVE! vehicles
- Development of policies and procedures
- Development of curriculum and structure for meetings
- Facilitation of meetings
- Coordinating and facilitating group communication outside of and between meetings
- Overseeing and facilitating any peer support needed for all group members including individual peer support meetings, connecting to counselling, job placement, schooling, tutoring, clothing, glasses, driver licenses, food, family interaction, transportation to and from work, appointments etc., and finding financial assistance.
- Recording demographic data and progress notes, and tracking attendance
- Travel planning

QUALIFICATIONS (must have these qualifications to apply)

- Project Management: Proven experience in planning, executing, and closing projects, ensuring all project objectives are met on time and within budget.
- Grant Management: Demonstrated expertise in actively managing grants, including writing proposals, ensuring compliance, and completing monthly and quarterly reporting.
- Program Development: Strong ability to design, implement, and evaluate programs that meet organizational goals and community needs.
- Organizational Skills: Strong organizational and multitasking abilities, with a keen attention to detail.
- Leadership: Ability to lead teams, mentor staff, and foster a collaborative working environment.

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- Analytical Skills: Proficiency in analyzing data and using insights to improve program outcomes and efficiency.
- Problem-Solving: Skilled in identifying issues, developing solutions, and implementing changes to enhance project and program success.
- Budget Management: Experience in developing and managing budgets, ensuring financial resources are utilized efficiently.
- Stakeholder Engagement: Ability to build and maintain relationships with key stakeholders, including funders, community partners, and program participants.
- Technical Proficiency: Proficient in using project management software, grant management systems, and other relevant tools.

SKILLS

- Previous youth work related experience
- Knowledge of and/or experience in the mental and behavioral health industry
- Excellent written and verbal communication skills
- Hold any required certifications or licensures as required to perform specific functions
- Personal qualities of integrity, compassion, sense of humor, mission-oriented, and commitment to excellence

PERFORMANCE STANDARDS

- Must pass required background investigation.
- Must have valid driver's license.
- Must complete all required training include 20 hours of job-related training annually other training assigned.
- Must abide by Agency's Code of Ethics, Agency Standards, Policy and Procedures Manuals.
- Must make sound decisions independently. This includes, but is not limited to, recognizing safety risks, abuse, neglect, or other emergencies, and responding appropriately.
- Complete documentation daily, legibly, and with no more than a 3% error rating.
- Strict adherence to the Incident (Unusual Event) Reporting, timekeeping, and work attendance requirements.
- Must practice universal precautions as part of regular job duties whenever applicable.
- Must be able to perform assigned work independently with minimal supervision.
- Must not engage in behaviors that erode the cohesiveness of the program staff.
- Must maintain minimum amount of 60% direct services as demonstrated through productivity reports.
- Have or gain an understanding of the SAMHSA's Working Definition of Recovery, Principles of Recovery and the Eight Dimensions of Wellness.

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- Have or gain knowledge and understanding for cultural competencies to establish and maintain strong working relationships with culturally diverse patients, their families, and caregivers as well as a wide range of community agencies and organizations.