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|  Position Type: | Director of Operations, A Brunswick Christian Recovery Center for Women. (full time) | Salary: | $30,000 – $35,000Housing providedMeals provided |
| Applications Accepted By: (Please include a copy of your current resume) |

|  |  |
| --- | --- |
| Email or website:BCRC@atmc.netBCRCRecovery.org | Mail:BCRC Attn: Joshua TorbichP.O. Box 3091Shallotte, NC 28420 |

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| --- |
| Basic Job Description |
| Role and Responsibilities* Oversee all aspects of program scheduling to ensure programming is relevant to resident’s needs, is manageable, progressive and adaptive.
* Report to and maintain strong communication with Executive Director and carry out policies and procedures as set forth by the Executive Director and Board of Directors
* Ensure proper orientation/check in process for residents
* Facilitate group meetings as needed
* Participate in community outreach events such as church services and community events
* Participate in speaking/promotion opportunities to help gain support for or successfully endorse the BCRC program
* Oversee program/financial/medical record keeping both for BCRC as well as for the residents
* Manage and oversee environment to ensure campus remains recovery conducive and follows Christian principals
* Perform regular outreach with partners in order to maximize program occupancy and services to residents
* Collaborate with local agencies to provide a higher standard of care and opportunities to each resident
* Assist in the Management/recruitment and hiring of all direct care staff
* Provide supervision to direct care staff (Training, Scheduling, Reviews, Disciplinary Action, etc.)
* Oversee the training and development of direct care staff team
* Maintain fiscal responsibility. Includes development and monitoring of operating budget for BCRC The Rose House and associated tasks of direct mail letters, donation thank you letters, etc.
* Implement strategic programs and fiscal plans In conjunction with the Executive Director and the Board of directors
* Support fundraising activities and help develop partnerships with new supporters and partners
* Attend monthly board meetings and provide an operational report of all program areas
* Assist in program development and be willing to communicate necessary changes/improvements.
* Minister and council staff and residents in recovery
* Address general public relations through tasks such as tours, off-site presentations, and open houses
* Develop and maintain relationship with existing and new volunteers

Directors position will run on a trial basis with quarterly reviews. This is to ensure BCRC women’s director shares in the same heart and vision that BCRC has established. Quarterly reviews will be conducted by the Executive Director and select Board members.Qualifications and Education RequirementsExperience in Recovery/ Long Term Sobriety 12-step experiencePrevious chemical addiction experienceCompetent in Microsoft officeAdministrationPreferred Skills* Ability to work as a team leader, supervise staff, coordinate activities with other staff to meet overall objectives within specified timeframes
* Possesses training and/or work experience in case management, problem solving, leadership, and conflict management
* Ability to provide firm but compassionate care for clients in the program
* Ability to manage and prioritize large volumes of activity and workload
* Ability to show accuracy, timeliness and follow-up on tasks
* Ability to interact positively and with compassion with clients and their families
* Ability to interact positively with the public and with staff and board
* Excellent verbal and written communication skills including editing and creating original materials
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**Job Application**

**Brunswick Christian Recovery Center: The Rose House**

**545 Hickman Rd NW, Calabash, North Carolina 28467**

**(910)287-4357**

Brunswick Christian Recovery Center: The Rose House is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

*Please fill out all the sections below:*

**Applicant Information**

Applicant Name:

 Address:

 City, State, and Zip:

 Telephone Number:

 Email Address:

**Date of Application: \_\_\_\_\_\_\_\_\_**

**Employment Position:** Director of Operations, full time

 How did you hear about this position?

 What days are you available for work?

 What hours are you available for work?

 Are you available to work more than 40 hours per week? Yes No

 Are you available to work weekends and all holidays? Yes No

 Are there any specific days you would be unavailable?

 Do you have reliable transportation? Yes No

 Would you be willing to reside on campus for multiple days at a time? Yes No

 Salary Desired:

**Personal Information**

 Do you have any friends, relatives, or acquaintances working for Brunswick Christian Recovery Center? Yes No

If yes, state name & relationship:

Are you a U.S. citizen or approved to work in the United States? Yes No

Do you possess a valid (unrestricted) Driver’s License? Yes No

 If so, from which state was your driver’s license issued?

Will you consent to a mandatory controlled substance test? Yes No

Do you have any condition which would require special accommodations? Yes No

 If yes, describe accommodations required:

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)*

**Education and Training**

**High School (or GED)**

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| --- | --- | --- | --- |
| Name | Location (City, State) | Final Year Attended | Degree Earned |
|  |  |  |  |

**College/University**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Location (City, State) | Year Graduated | Degree Earned |
|  |  |  |  |
|  |  |  |  |

**Vocational School/Specialized Training**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Location (City, State) | Year Graduated | Degree Earned |
|  |  |  |  |
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**Job Skills/ Qualifications**

Please list below the skills qualifications you possess for the position for which you are applying: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Military Service:**

 Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Discharge Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

 Are you still contractually obligated to fulfil any military service in an active or reserve capacity? Yes No If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 What skills have you gained from military service that would be an asset to this position?

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**References**

Please provide 2 references (1 personal and 1 professional) below:

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| --- | --- | --- |
| Name: | Relationship: | Contact Phone Number: |
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**Additional Information**

 What is your personal experience in recovery from any kind of addiction or personal struggle?

 What is your background as related to your faith or proclaimed religion?

 Are you willing to be a spiritual leader to all residents and openly share the word of Jesus Christ?

***At-Will Employment***

The relationship between you Brunswick Christian Recovery Center: The Rose House is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or Brunswick Christian Recovery Center: The Rose House. No representative of Brunswick Christian Recovery Center: The Rose House has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will,” and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement by you and either our Executive Director or an Executive Vice President.

By signing below, I , \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ affirm that all statements made are true and correct to the best of my knowledge and I understand that any intentional misrepresentation of the truth may cause, in the case of employment with The Rose House, immediate termination of my employment.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_