



Job Title: **Director of Operations (Rose House)**

Reports To: **Executive Director**

Job Status: **Full-time, regular – Exempt**

Min Onsite Hours: **8am to 5pm (1hour break)**

1st year Benefits:

- **Annual Salary (TBD)**
- **2 weeks' vacation (after 60 days), 3 personal days (after 60 days), 5 paid holidays (Christmas Eve, Christmas, Thanksgiving, New Year's Day, Independence Day)**
- **5 Additional move in day not counted toward time off**
- **Daily Meals for Breakfast, Lunch, and Dinner (provided on-site)**
- **Private Furnished office**
- **Educational Materials and expenses, subject to management approval**
- **Eligibility for any additional employee benefits that company offers in the future**

Job Summary: Leads, assists in and supports the day-to-day and long-term operational activities of Christian Recovery Centers, Inc Rose House including the program operations, management of residents, staff training, promotion and community impact, information technology services, maintenance, supplies, safety, donated goods and food service.

Overview: As a growing 501 C3, Non-profit organization, CRCI is always looking for new talented individuals who can be an addition to its efforts. It is CRCI's Managements desire that each person involved with the organization (paid or not paid) has a burden for the lost, the sick, and the suffering. It is also important that all staff recognizes that they are a representative of CRCI and the actions will affect the communities outlook upon it. Staff is a representation of the CRCI program, and it will be expected for them to conduct themselves in a manner that would always promote and elevate the image of CRCI to the community. Any behavior that promotes a negative image of the organization is unacceptable.

Agreed Upon Job Duties and Responsibilities:

- Provide information training support for all immediate employees including live in/residential interns and staff. To ensure proper training in resident care and program operations is enacted across the board. Trains, schedules, and supervises subordinate staff. Assists staff in discovering interests, areas for growth and desires to accomplish their goals. Ensures that the responsibility and accountability of all direct subordinates are defined and understood.
- Ensure staff and leadership are spiritual fit and secure in their foundation of Christ
- Actively promote environments for residents to openly receive Christ
- Arrange the preventative and reparative maintenance of buildings, vehicles and equipment used by the organization, including work completed by staff.
- Plan, organize, and coordinate tasks for the successful operations of campus, maintenance, and food services.
- Incorporate CRCI management systems into daily routines and reenforce use of management systems to subordinate staff.

- Explore new procedures that will help correct or address missed needs. Improve existing systems to better utilize programs potential and resources.
- Manage materials and enacts the daily curriculum.
 - Approves all supplies, maintenance items, food, and other consumable purchases, not to exceed \$150 in single purchase of individual item.
 - Serves as the communication point for all requests for maintenance, transportation, supplies and logistics for special meetings or events.
- Collaborate with the Engagement Manager to establish realistic volunteer needs and utilizing volunteers in beneficial areas.
- Coordinate with the WRP Administration to arrange work details for clients as part of their program.
- Advice and counsel staff on matters related to operations.
- Participate in the hiring process for interns and live-in staff members by developing and revising job descriptions, interviewing applicants, and providing feedback to ED.
- Conduct annual performance reviews of interns and operations staff; recommends work performance changes and merit increases to ED.
- Develop and evaluate new initiatives and innovative methods in the areas of operations.
- Evaluate the results of the overall operations of all facilities on a regular, systematic basis and reports these results to the ED.
- Spiritually guide the program operations so that it actively displays Christ in its environment and operations.
- Responsible for the overall safety and security procedures for all campus staff, volunteers, and residents.
- Establish an annual operations budget for the program and manages expenses within the budget.
- Assist in budget/cost management activities regarding the purchasing of supplies, services, and materials.
- Oversee scheduling of transportation and resident appointments and activities.
- Produce curriculum and materials for resident instruction. Have a hands-on approach with residents to ensure they are receiving the information needed to be successful.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Experience in Recovery/ Long Term Sobriety

12-step experience

Previous chemical addiction experience

Competent in Microsoft office

Administration

Peer support role counseling experience

PREFERRED 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
- Organization