



## ADVOCACY UNLIMITED, INC.

### Director of Peer Recovery Services

**POSITION DESCRIPTION:** Advocacy Unlimited, Inc. provides holistic, peer-led education, advocacy, and support in the areas of mental health, addiction, and trauma recovery. A unique strength of the organization is AU's designation as a peer-run organization. This means that all team members integrate their personal, direct lived expertise, coupled with education and training, to provide recovery services as part of the continuum of care available across CT.

The person in this position will lead the operations of AU's Division of Peer Recovery Services, including CT Hearing Voices Network, Community Bridger, Advocacy & Education, Maastricht Approach Project, along with Olmstead. The person in this role is responsible for ensuring operations and fiscal management is in compliance with regulations, policy, and standards of practice. This includes the development and program management for efficient, quality assurance, and fiscal solvency. In addition, this role is responsible for supervising all program managers within the Peer Recovery Services Branch of AU.

Additionally, the Director of Peer Recovery Services is a senior management position and requires participation in cross-organizational strategic planning and policy development across the organization. It is the responsibility of this person to represent the vision, mission, and values of AU in all space and groups both within the organization, and the community at large.

**FULL-TIME EXEMPT EMPLOYMENT:** Salary \$62,000, 180 Day Introductory Period with Performance Evaluation at the conclusion of this period. Inclusive of Benefits outlined in the Advocacy Unlimited Personnel Handbook.

**LOCATION:** Rocky Hill, On-Site 9-5PM

**REPORTS TO:** Executive Director

#### **ESSENTIAL JOB DUTIES:**

- Work with Executive Director to direct organizational development, including analysis and implementation of priorities, partnerships, and infrastructure needs within the Peer Recovery Services Division.
- Manage daily operations within the Peer Recovery Community Center
- Direct, supervise and evaluate work activities of Peer Recovery Service Staff in accordance with programmatic needs, availability of resources, and in accordance with organizational policy.
- Participate in the senior management team to ensure consistency, cooperation and communication across the organization.
- Maintain organizational infrastructure to support AU's work, including administration, facilities, finance, human resources, new media and technology.
- Monitor budget and financial controls in accordance with approved policies and available resources
- Ensure that job descriptions are developed, performance evaluations are completed and adherence to personnel policies.
- Design and build an expanded advocacy function that will enhance AU's impact and advance the human rights of people who experience mental health challenges, addiction, and trauma.
- Regularly report on defined quality indicators and oversee compliance with contractual obligations.
- Meet all internal accountability standards.
- Engage in contingency planning and crisis management as it relates to each program.
- Responsible for both the sustainability and growth of the Peer Recovery Services Division of AU
- Other duties as assigned.

#### **EXPERIENCE REQUIREMENTS:**

Bachelors in related field, or comparable experience.

5+ years experience with non-profit leadership.

3+ years managerial experience

Direct experience and cultural competence working with people and community groups from diverse backgrounds.

Demonstrated success in roles requiring execution of multiple tasks while responding to multiple priorities.

Past success designing and leading organizational development and capacity building.

Ability to implement vision, think strategically, creatively problem solve, exercise good judgment and lead change.

Strong aptitude for supervising staff and supporting professional development

Proven ability to manage fiscal resources responsibly and in accordance with organizational policy.

Proficiency in Microsoft Office 365.

Excellent communication skills, both written and verbal.

Must have a clean driving record, up to date Motor Vehicle Insurance and Driver's License; along with a reliable vehicle.

**APPLICATION DEADLINE:** Email resume and a cover letter to Human Resources, [HR@AdvocacyUnlimited.org](mailto:HR@AdvocacyUnlimited.org). All questions can be directed to Human Resources.