



Why CARE: Our mission is to strengthen resiliency in people and their communities through prevention, education, and services that improve the quality of life. To learn more about CARE's programs and services, and employment opportunities, please visit our website www.careofsem.com.

As a premier employer of choice, our goal is to not only provide Recovery Oriented Systems of Care, but to also be a Recovery Oriented Employer that values lived experiences. We are committed to fostering, cultivating and preserving a culture of diversity and inclusion. CARE of Southeastern Michigan offers an exciting and innovative environment with dedicated, caring, and good natured professionals focused on creating healthier lives and communities for the individuals and families in which they serve. We encourage those from diverse communities, including those with bilingual proficiency to join our dynamic team.

Employment Perks:

- Work Life Balance
- 37.5 Hour Work Week
- Relaxed Dress Code
- 10 Paid Annual Holiday
- Competitive Benefits
- Flexible Work Hours (approval required)
- We Value Lived Experience: Special Consideration during the application process.

Program Supervisor Recover Community Center

We have an immediate opening on our Peer Recovery Team for the position of **Program Supervisor**. This position supervises Peer Recovery Coaches who connect individuals to a larger community of care, provides peer support services and delivers service in a short term setting by applying the screening brief intervention and referral to treatment model (SBIRT).

Duties and Responsibilities:

All employees are expected to perform quality work within deadlines; exhibit professional conduct; work effectively as a team contributor on all assignments; work independently while understanding the necessity for communicating; coordinate work efforts with other employees and organizations; support the mission of CARE of Southeastern Michigan.

1. Oversee the day to day operations and programming of the Recovery Community Center; including trainings, classes, and events.
2. Act as an ambassador of CARE and the recovery community; maintain working relationships with the community.
3. Provide direct service when required, including providing coverage due to direct reports' absences.
4. Works as an effective member of each individual's recovery team.
5. Demonstrates in practice there are multiple pathways to recovery.
6. Delivers service in a short term setting by applying evidenced based curricula, i.e. screening brief intervention and referral to treatment model (SBIRT).
7. Ensures assigned paperwork is completed and maintained in accordance with funding source standards and CARE of SEM policy and procedures.
8. Demonstrates full comprehension of agency goals and meets quality programmatic standards.

9. Completes activities in a timely fashion.
10. Assigns and supervises the workload of direct reports and volunteer coordinator.
11. Provides on-going, regular supervision to employees to ensure the following: services delivered are timely, appropriate and effective; the professional development of staff; and agency policy and procedures are enforced.
12. Ensures direct reports complete activities assigned in a timely fashion.
13. Able to apply outcome tools to measure services, reports data and outcomes as required.
14. Provide presentations on general substance use issues and CARE of SEM's services as needed.
15. Monitors expenditures of program and tracks supplies purchased and needed for programming.
16. Disseminate substance use information at health and public fairs, school open houses and other community events as requested.
17. Establish and maintain liaison relationships with appropriate agencies regarding substance use prevention.
18. Works as a member of the CARE of SEM administrative team and enforces and monitors compliance with all CARE of SEM policies and procedures.
19. Attends assigned meetings as needed.
20. Ability to adjust hours of work based on the community needs, including some evening and weekends.
21. Knowledgeable of national and local substance use and prevention statistics and demonstrates the ability to apply current trends to service delivery.

Minimum Qualifications:

1. High school diploma or graduate equivalent degree required.
2. Possess supervisory experience.
3. Must be in long term recovery from a substance use disorder.
4. Must possess active status as a Certified Peer Recovery Coach (CPRC) from Michigan Department of Health & Human Services or be on a CARE development plan to obtain a CPRC.
 1. If the employee does not meet the eligibility for CPRC, then the employee must possess active status as Certified Peer Recovery Mentor (CPRM) from Michigan Certification Board for Addiction Professionals; or be on a CARE development plan to obtain a CPRM.
5. Possess a valid motor vehicle operator license.
6. Completion of ICHAT check, National and State Sex Offender Registry Check, and Central Registry Check.
7. Must possess knowledge and understanding of Recovery Oriented System of Care and Trauma Informed Services.