



Ho-Chunk Nation

Job Description



TITLE: Director-Women’s Recovery Home		JOB CODE: DWRH
Government – Employee		EEO: 2
Exempt		PAY GRADE: 17
Flex	FUNDING SOURCE: State Grant	NATIVE AMERICAN PREFERENCE

“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

“This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment.”

POSITION OVERVIEW

Director of Women’s Recovery Home will manage the day-to-day program administration operations of the sober living house. This will include project planning and organizing, staffing and leading program activities. The Director of the Women’s Recovery Home will also manage all business operations of the sober living house, and be responsible to lead all staff, residents and clients in a supportive manner that will ensure healthy healing and sobriety.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Ability to create, and implement policies and procedures to ensure the optimal provision of behavioral health services.
2. Will build and maintain positive, professional relationships with staff and residents.
3. Will serve as a representative of the sober living home and grant program.
4. Will develop a communication plan to update the community and stakeholders on programs and events.
5. Will manage and develop staff to maximize the potential of all staff members and set high quality performance standards.
6. Will create and implement policies and programs to help support those in recovery and in need of assistance.
7. Implement, set and track performance standards for program development.
8. Oversee and manage resident’s continuing care plans to ensure that recovery goals and needs are met.
9. Oversee and manage documentation of services that the program utilizes.
10. Must be able to provide data to evaluator for quarterly progress reports.
11. Other duties as assigned.

JOB RESPONSIBILITY

Job Reports to	Director of Behavioral Health
Leadership Accountability	Develops policy and strategic plans
Supervisory Accountability	Supervises associates below supervisory level
Organizational Accountability	Manages sub-unit of a department
Financial Accountability	Monitors and Approves expenditures
Customer Accountability	Interfaces with regulatory authorities, interfaces with outside customers, interfaces with inside customers.



Freedom to Act	Operates with significant independence; Subject to general input from supervisor; Subject to regular review by supervisor.
----------------	--

MINIMUM QUALIFICATIONS

EDUCATION:

1. Bachelor's degree or higher in Business Administration or related field.

ESSENTIAL:

1. Must be free from problematic substance use for at least two (2) years immediately preceding hiring.
2. Trained in Applied Suicide Intervention Skills Training (ASIST) and/or Safe TALK.
3. CPR certification (must obtain in first 3 months of employment).
4. Must have a valid driver's license and insurance.
5. Must promote a healthy, non-abusive lifestyle.
6. Must be able to maintain confidentiality.

EXPERIENCE:

1. Experience with grant management.
2. Experience with working in administration and a leadership role.
3. Experience with recovery processes.
4. Experience with public speaking.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Must have knowledge and understanding of the Ho-Chunk culture, language and traditions.
2. Must be able to work with a diverse population, in different stages of recovery.
3. Understanding and experience in the delivery of services to an ethnically and economically diverse population.
4. Possess strong personal integrity and ethical principles.
5. Possess strong management and leadership abilities.
6. Proficient computer and the use of Microsoft Office Suite.
7. Excellent organizational skills.
8. Must have excellent written and oral communication skills.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. Participate in staff meetings as required for care coordination development.

WORKING CONDITIONS

1. Office setting with frequent sitting.
2. Some travel required.
3. Must be able to climb stairs.
4. Must be able to occasionally lift 25 pounds.
5. Must be respectful and able to work with diverse economic and cultural backgrounds.
6. Must be able to work in stressful situations.
7. Must be able to supervise others that are in various stages of recovery.