



<b>Job Title:</b>	CARES for Community Connections Program Manager		
<b>Location:</b>	Gainesville, Braselton, Winder, GA	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Dependent upon Experience	<b>Position Type:</b>	Full-Time—40 hours/week
<b>Will Train Applicant(s):</b>	Current Organizational Commitments	<b>Posting Expires:</b>	

**Interested person, please send resume and cover letter to::**

**Fax or E-mail:**

678-701-1727

[Joyce@gasubstanceabuse.org](mailto:Joyce@gasubstanceabuse.org)

**Mail:**

Joyce Jordan, Administrative Operations Director  
 Georgia Council on Substance Abuse  
 100 Edgewood Ave., Suite 1005  
 Atlanta, GA 30303

*Georgia Council on Substance Abuse (GCSA)* is a non-profit organization with the mission to increase the impact of substance use recovery in Georgia’s communities through education, advocacy and training. We educate, advocate and create safe and empowering spaces that support the dignity and value of what’s right and what’s working with individuals, communities and systems. GCSA offers a highly attractive compensation package that includes competitive wages, paid holidays, and vacation time.

**Job Purpose:**

Responsible for scheduling and coordination of services for six Certified Addiction Recovery Empowerment Specialists serving three (3) hospital emergency departments in the Northeast Georgia Healthcare System (NGHS). The primary liaison between GCSA, NGHS and the surrounding community and responsible for working closely with the community and staff from NGHS. Provide individual and group performance management for the CARES and ensure the principles and values of recovery and GCSA are upheld in all aspects of services provided to individuals, family members, friends, and allies. Coordinate outreach with local communities surrounding the hospitals, as well as treatment and recovery support services in these communities. A valid driver’s license, vehicle insurance, and reliable vehicle are required.

**Duties:**

- Manage and oversee all aspects of the CARES in NGHS emergency departments, also known as “Community Connections” program.
- Provide one-on-one and group performance support to those working in CARES Community Connections.
- Dispatch and scheduling of CARES to provide services in NGHS Emergency Departments.
- Maintain excellent working relationships with management and staff at NGHS hospitals.
- Serve as a liaison between GCSA and designated NGHS hospitals.
- Outreach to the local community to promote the CARES in ED program as one part of the solution to the increasing opiate overdose problem in Georgia.
- Coordinate ongoing training and support for CARES in ED.
- Monitor boundary management and make necessary adjustments.
- Serve as an effective CARES in ED when necessary.
- Collaborate with community-based service providers.
- Responsible for evaluation, data tracking, report writing and record keeping.
- Some travel required.
- Other duties as required.

**Qualifications:**

- Active Certified Addiction Recovery Empowerment Specialist (CARES) certification.
- CPS-AD certification indicating passing grade on CARES Exam preferred.
- Proficiency in providing peer support.
- Experience with the addiction recovery process and principles of a recovery-oriented system of care.
- Familiarity with recovery community, services, and resources.
- Experience with staff supervision.
- Experience with program management.
- Capacity to provide performance support for multiple CARES.
- Understanding of and ability to maintain appropriate boundaries.
- Cultural Competency skills and experience with culturally diverse populations.
- Strong customer service ethic.
- Demonstrated excellence in written and oral communication skills.
- Intermediate computer skills with Microsoft Office Suite.
- Ability to develop and support a database preferred.
- Experience working in or around a healthcare setting.
- Experience working in a HIPPA compliant environment preferred.

**Education:**

- Bachelor's degree in human services or equivalent experience required.