



Director of Program Services Job Description

Location(s):	Charlie Naylor Campus – 2803 Mossrock Dr, Bldg A, San Antonio, TX 78230
Reports to:	Chief Operating Officer
Status:	Full Time / Exempt \$68,000.00- \$80,000.00 per year dependent on experience and credentials

About Rise Recovery

For over 45 years, Rise Recovery has been a sanctuary for recovery, providing care and comfort to the body, mind, and spirit. Our mission is to eliminate barriers to recovery and increase equitable access to care while setting the national standard for sustained recovery. We are committed to inclusivity, innovation, and excellence in all our programs

Position Overview

Rise Recovery is seeking a dedicated and experienced Program Director to lead and manage our comprehensive recovery programs. The ideal candidate will have a strong background in working with at-risk youth and substance use disorders, holding an LCDC, LCSW, or LPC certification. This role is pivotal in driving the success of our mission to help teens, young adults, and families overcome the effects of drugs and alcohol through education and prevention.

All employees should demonstrate commitment to Rise Recovery's mission and values while providing enthusiastic, professional and courteous service to all who receive services. Additionally, all Rise Recovery staff must cultivate donor and community relationships to raise awareness of the organization's work, goals, and financial needs.

Essential Job Functions

Leadership & Management

- Oversee the development, implementation, and evaluation of all recovery programs.
- Lead a team of professionals in delivering high-quality services aligned with Rise Recovery's mission and values.
- Foster a positive workplace culture that emphasizes teamwork, professional development, and excellence.

Program Development & Evaluation

- Continually improve upon evidence-based program models that demonstrate measurable impact on youth substance use and family support



- Enhance data tracking processes to improve program outcomes and reporting.
- Ensure all programs adhere to best practices in recovery support.

Community Engagement & Advocacy

- Build strategic partnerships with local schools, community organizations, and government agencies to expand program reach
- Represent Rise Recovery at conferences and public forums to promote awareness and advocacy for recovery issues.

Financial Management

- Collaborate with leadership to develop sustainable financial models for program funding.
 - Monitor program budgets and ensure efficient use of resources.
 - Other duties as assigned provided by the COO
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Education and Training

Required

- Licensed Chemical Dependency Counselor (LCDC), Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), or equivalent certification.
 - The Program Director must have a valid Texas driver license, a minimum of six (6) years of driving experience, a clean driving record, and must be twenty-three (23) years of age or older to comply with Rise Recovery's insurance requirements.
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Knowledge and Experience

Required

- Proven experience working with at-risk youth and individuals with substance use disorders.
- Strong leadership skills with experience in managing teams and programs.
- Knowledge of all applicable rules and regulations pertaining to substance use disorder counseling and treatment and/or peer recovery models.
- Breadth of knowledge and extensive practice experience in the delivery and management of recovery services across the continuum of care.
- Fluent in verbal and written communication in English.

Preferred

- Experience in data-driven program evaluation.
- Familiarity with community-based recovery models.
- Fluent in both verbal and written communication in Spanish
- Personal or familial experience with long term recovery.
- Breadth of knowledge and extensive practice experience in the delivery and management of recovery services across the continuum of care



Skill Competencies

- Minimum of three (3) year of full-time work experience in the social services or substance use disorder and/or co-occurring services
- Unparalleled passion to serve all people in need of recovery.
- Knowledge of prevailing best practice standards.
- Proficiency with standard Microsoft Office applications.
- Ability to remain calm during stressful situations.
- Excellent written and verbal communications.
- Interpersonal skills, organizing ability, problem solving, accuracy, follow through, time management and attention to detail.
- Ability to travel to meetings and other sites.

Physical Requirements

- Must be able to meet the physical requirements to complete SAMA and CPR training including lifting up to 12 lbs. and supporting up to 55 lbs.; bending, stooping, and getting on and off the floor without assistance.
- Ability to walk, stand, sit for short or long periods of time.
- Prolonged periods of sitting at a desk and working on a computer.
- Able to operate standard office technology, equipment and utilize office supplies.

Working Conditions

- Standard administrative office environment.
- Regularly scheduled hours may vary during periods of workload fluctuation.
- Occasional night, weekend and holiday hours may be necessary to support additional recovery programming and/or Rise Recovery events.

Rise Recovery is an equal opportunity employer committed to creating a diverse and inclusive work environment. We encourage applications from all qualified individuals, regardless of background.

If you are interested in the position, please submit your resume to hr@riserecovery.org