



## **Job Description**

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**Title:** Men's Rehabilitation Coordinator

**Hours:** Full-Time (40 hours weekly, Non-Exempt)

**Reports To:** Senior Director of Client Services and Data Management

**Purpose:** The Men's Rehabilitation Coordinator is responsible for the day-to-day operations of Men's Rehabilitation Program. The coordinator is responsible for direct client support for men in the Resident Rehabilitation Program. The Men's Rehabilitation Coordinator will be responsible for implementing procedures, maintaining, and evaluating facility needs as well as ensuring a safe and healthy environment for staff and residents.

### **Job Responsibilities and Duties**

- Provide oversight and facilitate implementation of program requirement
- Ensure Rehabilitation staff are fulfilling their job duties based on job descriptions
- Distribute supplies to residents and staff as needed
- Provide oversight and ensure that a safe and healthy environment is always maintained
- Communicate information regarding services to residents
- Maintain an organized, clean, and productive work environment
- Ensure that all services are confidential, and no information is shared without consent
- Facilitate coordination of Residential services such as transportation, case management, enrichment outings, individual and group counseling sessions, and curriculum of program
- At the direction of the Chief Programs Officer, participate in program planning, policy development, oversight, and evaluation
- Work with other rehabilitation staff to organize and manage inventory supplies and program materials
- Maintain clear and consistent documentation in a confidential database in accordance with agency policy and practice
- Submit reports and information as needed for reporting to funders, the board of directors, and others
- Provide productivity reports on staff and program
- Provide routine coverage, including nights, weekends, and holidays in rotation with other direct service staff
- Recruit potential participants in the program
- Work with community-based organizations,
- Additional duties as assigned by Management

### **Qualifications**

- Flexibility (Position will require open availabilities 24/7, seven days a week, occasional weekends)

- GED or High School diploma is required
- AOD Certified
- 1 year of experience working with persons with substance abuse disorders or with various disability disorders preferred
- Adept in MS Office (Excel, Word, and Outlook)
- Skilled at working with diverse populations and engaging clients
- Ability to communicate professionally and with integrity
- Effective written, verbal, interpersonal communication

**Compensation**

- \$22.00 per hour
- Paid vacation (accruals dependent upon time served)
- 9 paid holidays, Birthday holiday, paid sick time (per applicable laws, plus accruals)
- Medical/Dental/Vision Benefits for employee and dependents
- Retirement benefit through SIMPLE IRA plan with 3% employer match
- Life insurance plan benefit

If interested in the position, please send a resume to [PovHR@poverellohouse.org](mailto:PovHR@poverellohouse.org).  
No Phone Calls, Please