



Position Title: Director of Recovery Support Services	Location: Tadiso Inc.
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Job Summary: Tadiso Inc. is seeking an individual in recovery from substance abuse disorder to manage our growing recovery support program.

Duties and Responsibilities:

- Willingness to mentor Recovery Support Specialists.
- Provide supportive assistance to the patient's recovery needs in regards to their Substance Use Disorder.
- Understand a variety of models and theories of addiction, recovery, and other issues related to drug abuse
- Participate in Tadiso's meetings and case consultations as appropriate.
- Participate in Social Services department meetings, agency meetings, and internal and/or external trainings to promote performance improvement.

Professional Requirements:

- Adheres to client confidentiality and upholds professional ethics of Tadiso Inc..
- Demonstrates self-assessment by separation of personal issues from work environment.
- Uphold professional ethics and confidentiality policies of Tadiso Inc. including HIPAA.
- Receives patient information, inquires and clarifies as necessary.
- Uses time productively.
- Adheres to dress code; appearance is neat and clean.
- Completes annual educational requirements.
- Seeks and responds to supervision.
- Reports to work on time and as scheduled, completes work within designated time.
- Demonstrates ability to handle multiple tasks.

Language Skills

- Demonstrates ability to establish and maintain effective working relationship with clients, staff, the public and other entities.
- Demonstrates the ability to communicate effectively both orally and in writing.
- Possess basic computer skills.
- Good typing skills.

Requirements/Education:

- Bachelor's degree in Psychology, Social Work, or related field. Masters preferred.
- Drug and Alcohol experience preferred.
- Must have at least 5 years in recovery.



Physical Demands:

- Work environment of moderation in temperature, noise.
- Sitting at desk for hours.
- Close vision at a computer.
- Ability to carry 5lbs. (Files)
- Repetitive motions for computer use.
- Reason accommodations may be made to enable individuals with disabilities to perform essential functions of position without compromising patient care.