



**METRO ATLANTA RECOVERY RESIDENCES  
Traditions Recovery Center for Women**

**JOB DESCRIPTION**

**JOB TITLE:** Program Director

**FACILITY:** Traditions Recovery Center for Women\*

**LOCATION:** Lawrenceville, GA

**POSITION:** Full-time (with benefits)

**IMMEDIATE SUPERVISOR:** Clinical Director

**ANNUAL SALARY:** \$70,000–\$75,000

**INTERESTED APPLICANTS:** Please send your resume to [jobstrc@marrinc.org](mailto:jobstrc@marrinc.org).

*\*Traditions Recovery Center for Women is affiliated with MARR Addiction Treatment Centers (MARR, Inc.) and functions as a part of its network.*

**POSITION SUMMARY**

Responsible for the operation of MARR's Traditions Recovery Center for Women (TRC), overseeing all clinical services and administratively supervising the entire TRC staff. Develop and enhance TRC's programming, including recruitment, supervision, evaluation and scheduling. Formulate, strategize, and execute plans for program advancement and growth. Demonstrate a constructive and encouraging approach toward the organization's overall success. Provide comprehensive supervision to both clinical and support staff. Ability to think globally, exhibiting exceptional problem-solving, decision-making, and critical-thinking skills. Offer support in clinical matters concerning clients prior to discharge and transitioning.

**QUALIFICATIONS**

Master's degree preferred in a counseling-related field, Certified Addiction Counselor (CACII) and/or licensed as a counselor in the state of Georgia (e.g. LPC); minimum of five (5) years of experience in the field of addiction treatment, preferably with experience in coordinating and/or directing a treatment program; strong communication and organizational skills; ability to work as a member of a team.

## RESPONSIBILITIES

- ❑ Oversees operations at MARR's Traditions Recovery Center for Women (TRC), including clinical and administrative supervision to all staff and interns within TRC's treatment program.
- ❑ Maintains adequate staff coverage to ensure services provided adhere to ethical guidelines and MARR's established Policy and Procedure Manual.
- ❑ Schedules and assigns duties for clinical and administrative staff.
- ❑ Ensures compliance with personnel policies as outlined in MARR's Policy and Procedure Manual and Employee Handbook.
- ❑ Develops, manages and maintains TRC's budget, in coordination with MARR's administrative staff, including ongoing status reports, projections, reviews and approval of departmental spending.
- ❑ Collaborates with the Clinical Director and Compliance Director to maintain compliance with standards established by The Joint Commission, DHR/ORS and other accrediting bodies, including grant requirements.
- ❑ Facilitates effective communication between staff and administration.
- ❑ Ensures compliance with confidentiality laws.
- ❑ Collaborates with the Clinical Director and Medical Records Department to ensure clinical documentation adheres to MARR's Policy and Procedure Manual, as well as standards and regulations mandated by accrediting bodies relevant to TRC.
- ❑ Evaluates Master Treatment Plans to confirm compliance with accrediting bodies' standards and regulations, providing endorsement by way of signature, under the authority and supervision of MARR's Clinical Director.
- ❑ Serves as a liaison with community, state, and accrediting agencies.
- ❑ Oversees promotional activities for TRC, alongside MARR's Business Development Team and Fund Development Director.
- ❑ Organizes and executes training workshops for the community in collaboration with the Business Development Team.
- ❑ Participates in the 'hiring and firing' process for TRC staff, interns and contract therapists.
- ❑ Conducts outcome studies and reports findings to the Quality Improvement Committee and Management Team to evaluate programming efficacy.
- ❑ Facilitates weekly treatment team meetings to support staff and ensure compliance with certifying bodies and licensure board requirements.
- ❑ Serves as a member of the Quality Improvement Committee and Management Team to evaluate compliance and efficacy of programming and plan new initiatives.
- ❑ Fulfills and oversees on-call schedules and duties.
- ❑ Manages other assigned duties as directed by MARR's Clinical Director and/or CEO.

Job Type: Full-time

Pay: \$70,000.00 - \$75,000.00 per year

Benefits:

- ❑ 401(k)
- ❑ 401(k) matching

- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- On call

Ability to Relocate:

- Lawrenceville, GA 30046: Relocate before starting work (Required)

Work Location: In person