

Non-Classified/FEAP FORM

DUTIES AND RESPONSIBILITIES

List and completely explain the current duties and responsibilities of the position. Consider work performance over a 12-month period. Employees must use their own words to describe duties and responsibilities.

Duties and Responsibilities

The Director of Collegiate Recovery will work with the Executive Director for the Office of Student Wellness to fulfill the mission, values and goals of Collegiate Recovery in support of the Division of Student Life and West Virginia University.

- Serve on the Office of Student Wellness Directors team alongside the Directors of Campus Recreation, Adventure WV and WellWVU with the Executive Director to coordinate the promotion and enhancement of student wellbeing at WVU.
- Play an integral role in the Student Life team of directors and administrators to advocate for students, faculty and staff in recovery from substance use disorders and other disorders such as eating disorders.
- Directs the departmental strategic planning process in the development of a mission statement and establishing short and long-term goals and objectives in relationship to broader wellbeing goals and objectives at WVU.
- Oversees Serenity Place – a center for recovery on campus that hosts programs and community events in support of recovery.

The Director is responsible for the development, administration, implementation and evaluation of theory and evidence-based practices that support sustainable recovery for Students, Faculty and Staff at West Virginia University

- Provide a model of collegiate recovery that can be used state-wide and can become a resource to other schools in West Virginia
- Create and maintain a welcoming, inclusive and vibrant recovery community that is committed to maintaining an atmosphere supportive to abstinence from substance use and other maladaptive behaviors
- Support the development of programs and experiences for students that support abstinence and sober lifestyle and address the wellbeing of the whole person.
- Conduct assessment and evaluations on all programs and services provided through The WVU Collegiate Recovery Program.
- Assist students who are in relapse by connecting them to appropriate WVU and community agencies. Assist students in regaining their recovery.
- Manage Serenity Place to function as a refuge for the recovery community on campus. Ensure that best university and industry practices are utilized to minimize risk and ensure positive outcomes.

The Director provides administrative leadership for Collegiate Recovery, ensuring departmental operations and services are safe, efficient, compliant and uphold WVU values and ethics.

- Allocate resources in accordance with the mission and goals of the Division of Student Life and the academic mission of the University in the continual development of a WVU Collegiate Recovery Program.
- Supervises full time staff, graduate students, Student Workers, Americoprps Vistas, undergraduate and graduate student interns. Identifies performance benchmarks, evaluates staff performance and administers performance management.
- Oversee design, development, and administration of Collegiate Recovery website, social media, and related promotional collateral in conjunction with University Relations.
- Manages Collegiate Recovery's budget planning and administration process. Identifies potential sources of grant and gift-based funding to support and augment operations.

- Contributes to WVU/Collegiate Recovery's national reputation by attending and presenting at national and international conferences and remaining current with advances in the field.

The Director builds cross departmental and community partnerships, projects and programs in order to further the mission of Collegiate Recovery

- Collaborate with academic departments, Student Life and senior leadership to develop programs that promote academic achievement and support enrollment and retention of students in recovery (examples: Nutrition, addiction studies minor, counseling psychology program)
- Collaborate with WELLWVU and the Carruth Center for Psychological and Psychiatric Services to provide best practices with the educational programs for substance use disorders.
- Collaborate with WELLWVU's Carruth Center for Psychological and Psychiatric services on the short-term counseling and referral of students who present with substance use disorders and other addictions.
- Raise awareness and utilize the referral network for outpatient and inpatient treatment referrals.
- Coordinate space for community based mutual aid support groups such as AA, NA, ACOA, ALANON, OA, CODA, Refuge Recovery and Smart Recovery.
- Encourage and support best practices for counselors to obtain state and national certifications in the area of substance use disorders.
- Work with Adventure WV and Campus Recreation to develop sustainable program offerings that engage recovery members in outdoor and physical health programming.

Additional Duties/Service:

- Follow-up on students of individual concern
- Serve on Councils, Committees and Task Forces as needed.
- Requires weekend and evening hours to provide programming for students at critical times.
- All other job-related duties as required.

QUALIFICATIONS

Education/Knowledge

1. List the level and type of **minimum** education required to qualify for this position **not** for the incumbent. Masters Degree or PhD in Counseling, Social Work, Clinical Rehabilitation, Public Health or related field. 3-5 years experience in relevant field.
2. What licenses or certification(s) (e.g. electrician's license) if any, are **required** for the position? Specifically state the reason for this licensure requirement (supervisor's preference, state or federal law, etc.).
 - Licensed professionals are encouraged but not required.

What specific skills are **required** in order to carry out the duties of the position?

- Ability to develop and administer programs and services
- Strong knowledge about substance use disorders
- Ability to speak in front of small and large groups

- Ability to design and deliver prevention or educational programs
- Ability to work with individuals and groups about sensitive topics
- Ability to work and communicate effectively with diverse populations.
- Discretion and confidentiality.
- Broad knowledge of health care, mental health services, clinical prevention services, prevention, and community-based and/or public health services.
- Knowledge of quality assessment and improvement procedures and best practices in health care management, patient care, and prevention programs.
- Demonstrated ability to reason logically and analyze and solve problems. Ability to use these skills to tactfully and diplomatically deal with students, parents, university departments, off-campus organizations, and city, state, local, and national figures.
- Knowledge and understanding of University system and Higher Education.
- Up-to-date understanding of student development theory and its application.
- Experience in formal administrative role.
- Ability to be creative and innovative in establishing and/or enhancing co-curricular activities.
- Demonstrated ability to communicate in highly controversial situations and implement negotiation and conflict skills.
- Demonstrated ability to define procedural problems; collect and evaluate data; draw valid conclusions; and project consequences of various alternative recommendations.
- Demonstrated ability to establish and maintain cooperative working relationships with various administrators.
- Ability to travel to on-and-off campus locations for conferences and meetings.
- Strong organizational skills.
- Exhibit exceptional leadership, supervisory, and management abilities.

Experience

In addition to the knowledge/education, please describe the type and **least** amount of **prior directly related** work experience typically required, if any, for a person coming into this position. Experience listed here is considered as concurrent not cumulative.

Type of Experience Needed

- Experience working with substance abuse and recovery populations
- Administrative leadership experience.

Amount of Experienced Needed (Months/Years)

- Minimum of 3 years

ORGANIZATIONAL REPORTING RELATIONSHIPS

- PLEASE ATTACH A FLOW CHART FOR YOUR ENTIRE DIVISION AND/OR DEPARTMENT TO THIS FORM. **FAILURE TO PROVIDE THIS FLOW CHART WILL RESULT IN A DELAY IN THE PROCESS!**

DISCLAIMER

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the PIQ may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, students, other employees, or the general public.

EMPLOYEE GENERAL COMMENTS

You may add other information which would be important in understanding your job and which has not been covered in other sections of this form.

Employee's Signature

Date

SUPERVISOR COMMENT SECTION

This portion of the questionnaire is to be completed by the employee's immediate supervisor. As a supervisor, it is important that you review this questionnaire for accuracy and completeness and note any comments you may have next to the employee's responses and please initial. The space provided is for general remarks you may have. Remember, this questionnaire is intended solely for the purpose of accurately describing the position and not the person or her/his performance

Immediate Supervisor's Signature

Date

MANAGEMENT COMMENT SECTION

This portion of the questionnaire is reserved for comments by the second-level supervisor and other management staff members, where applicable, who indirectly supervise this position through other supervisors. As the next level of management over this position, it is important that you review this questionnaire and note any comments you may have next to the employee's responses and please initial. The space provided below is for any general remarks you may have. Remember, this questionnaire is intended solely for data purposes of accurately describing the position and not the person or her/his performance.

Second Level Supervisor's Signature

Date

Revised January 2003