

S.T.A.R. – Stand Together and Recover Centers, Inc.  
Job Description

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**Job Details**

Title:	Assistant Site Manager	Created Date:	7/24/2014
Reports to:	Site Manager	Revision Date:	3/31/2016
Supervises:	Yes	FLSA Classification:	Non-Exempt
Full/Part-time:	Full-time	Hours per Week Expected:	40+

**Purpose of Position:**

Responsible for planning and implementing the program component in regards to membership, outings, service recipient discipline and club order. Position also supervises some Recovery Support Specialist (RSS), Drivers and other staff members to ensure quality and successful participation for service recipients. The Assistant Site Manager is a key person at each recovery center as one of the main on-site managers to ensure daily program runs smoothly, recruit membership, and grow the center overall. Updates the Site Manager/Chief Clinical Officer as needed, but at least weekly about center needs and certification issues.

**Essential Functions:**

- Monitor recovery site staff, incident reports, billing documentation and log books
- Supervise some staff and assist with over-seeing and delegating shift duties to ensure overall needs of the daily program are covered
- Support member needs while monitoring membership compliance of policy, and as needed issuing of warnings and suspensions
- Assign and monitor food share and clothing room staff/volunteers and
  - Identify client needs regarding food share, clothing closet and personal hygiene program
  - Survey members to ascertain need regarding food share, clothing closet and personal hygiene program
  - Purchase/arrange for purchase of items needed for food share, clothing closet and hygiene program
  - Record and log all donations
- Plan and implement field trips and arrange for funding with the Site Manager.
- Conduct tours and promotes Stand Together And Recover Centers, Inc.
- Fill in for Recovery Support Specialist (RSS) staff when needed
- Help members with issues of advocacy and grievance
- Collaborate with case managers and clinical team regarding advocacy and coordination of the members needs
- Present at least 90% of the day within the recovery center setting to ensure the continuity of services
- Submit daily and monthly billing for recipients to Administration within two days of service delivery
- Attend monthly combined management and staff meetings
- Assist with fundraising for center
- Other duties as required

Company Driver?             Yes             No

Safety Sensitive?             Yes             No

Transports Clients?  Yes  No

Physical Requirements

	Regularly	Frequently	Occasionally	Rarely
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing/Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching – with Arms & Hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping/Kneeling/Crouching/Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling/Touching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision (Close, Peripheral, Depth, Ability to Adjust Focus)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting up to 10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 10-25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 25-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting more than 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Education

Degree: Bachelor’s Degree in related field  Required /  Preferred

Experience:

6+ months supervisory experience  Required /  Preferred

Program work within a recovery center or group home setting  Required /  Preferred

Knowledge, Skills & Abilities:

- Computer literate
- Good organizational and communication skills

Professional Certifications & Licenses:

Type & State:  Required /  Preferred

Other requirements:

Serious Mental Illness, General or Substance Use diagnosis - (Bona Fide Occupational Qualification)  Required /  Preferred

Peer Certification  Required /  Preferred

At least 21 years of age (Bona Fide Occupational Qualification)  
Valid AZ Driver's License  
CPR/First Aid Certification  
Criminal Background Verification  
DPS Class One Fingerprint Clearance Card  
Pre-Hire and Random Drug/Alcohol Screening  
Personal vehicle

Required /  Preferred  
 Required /  Preferred  
 Required /  Preferred  
 Required /  Preferred  
 Required /  Preferred  
 Required /  Preferred  
 Required /  Preferred

Job Description Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.

It is the policy of S.T.A.R. – Stand Together And Recover, Inc. to provide equal employment opportunity to all persons regardless of age, color, national origin, citizen status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, status with regard to public assistance, status as a disabled veteran and/or veteran of the armed forces or any other characteristic protected by federal, state or local law.

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Employee Signature

Date

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Supervisor Signature

Date