

**SANTA BARBARA RESCUE MISSION
POSITION DESCRIPTION**

Position Title: Life Development Center Supervisor

Reports To: Men's Program Director

Department: Men's Recovery Program

Status: Non Exempt, Part-time

GENERAL FUNCTION

The Life Development Center Supervisor provides guidance in the development and operations of the L.D.C. Program at the Santa Barbara Rescue Mission. This position works directly under the supervision of the Men's Program Director to provide academic assessments, develop individualized educational goals and provide group/individual instruction to clients in residential substance abuse treatment. The position also provides instruction, accountability and support to clients seeking employment & continued education during the transitional phase of the program.

POSITION REQUIREMENTS

Minimum Qualifications:

- Personal support for and agreement with the Christian Mission of the Santa Barbara Rescue Mission.
- The position requires a bachelor's degree in Education or Special Education.
- A minimum of two years experience supervising students in a classroom setting.
- A combination of experience and education that are equivalent to the above qualifications.

The Ideal Candidate will possess the following:

- Experience working with adult learners.
- Experience administering learning assessments.
- Experience working with individuals with a variety of learning abilities and styles, including knowledge of basic learning interventions and strategies for individuals with learning disabilities.
- Experience developing and implementing individualized educational programs.
- Experience teaching math, writing and basic computer skills.
- Experience working with individuals with drug and alcohol addictions.
- Knowledge of basic job search, resume writing and interviewing skills needed for individuals to obtain entry level employment.

PRINCIPLE ACTIVITIES

1. **Assess Residents and Develop Individual Educational Goals:**
 - Ensures that individual assessments for all program residents occur.
 - Creates individual learning plan and goals for each resident.
 - Develops and implements curriculum that is consistent with individual learning/employment goals.
 - Reports progress and outcomes to direct supervisor.

2. **Develop and Implement Educational Elements** in conjunction with the Learning Center Staff and Program Management:
 - Evaluates and recommends learning techniques and protocol.
 - Maintains, develops and implements methods and curriculum to facilitate learning environment that meets needs of residents.

3. **Provide Academic Instruction** to residents:
 - Provides and oversees individual instruction in areas of general education and basic computer skills.
 - Provides support and instruction for individuals working towards obtaining a GED.

4. **Career Development Coordination:**
 - Helps to ensure career development plan and goals are on track.
 - Provides assistance for career searches and resume writing.
 - Assists with computer labs in program and application training and proficiency.
 - Provides support and guidance to students who desire to pursue further education beyond the Learning Center.

5. Assists with Learning Center **volunteer development** through:
 - Orientation for staff, residents and volunteers.
 - Training for staff, residents and volunteers.
 - Scheduling and coordinating with volunteer director.
 - Support, recognition and appreciation for all volunteers.

6. Serve as **integral part of recovery staff:**
 - Maintains intra-agency communication for resident case management.
 - participates in regularly scheduled case management & clinical supervision meetings with staff and intern therapists

EFFECT ON END RESULT

This position ensures that residents of the Recovery Program have realistic learning/career goals and have available to them the resources to achieve those goals.

TO APPLY

Please send a resume and cover letter to hr@sbrm.org