



DamascusWay

The Road To Freedom

Associate Director of E3 Recovery Services and Programming

Reports to: Senior Director of Reentry and Recovery

Supervises: CPRS Staff, E3 Services Staff, CPRS Academy Instructors

Status: Full-time, 40 hours per week

Pay Range: \$62,500 - \$67,000

Benefits: Medical, Dental, HSA, Long-Term Disability, Life Insurance, Accident Insurance, 403b Retirement, Holiday Pay and Paid Time Off

Position Summary

The Associate Director of E3 Recovery Services and Programming provide strategic, operational, and relational leadership for Damascus Way's recovery-focused programs, including E3 Services, Certified Peer Recovery Specialist (CPRS) services, and the CPRS Academy. Grounded in an understanding of the multi-generational impacts of substance use and incarceration, the role ensures program excellence, staff development, and compliance with contractual partners (including MARCO and the Minnesota Department of Human Services) while advancing healing, restoration, and long-term transformation through DW's operational pillars: *Long-Term Sustainability, Capacity and Infrastructure, Evidence-Based Programming and Services and Legislation, Policy, and Community Education*

1. Long-Term Sustainability

Ensuring program longevity, leadership continuity, fiscal health, and scalable impact.

- Provide senior leadership for E3 Recovery Services in alignment with Damascus Way's mission, Christ-centered approach, and long-term strategic priorities.
 - Contribute to organizational vision, culture, and decision-making as a member of the leadership team.
 - Participate in budget planning, fiscal stewardship, and sustainability efforts.
 - Oversee staffing models, workflows, and leadership development to ensure stability, scalability, and generational impact.
 - Represent Damascus Way with funders, certification bodies, and system partners while modeling Christ-centered, ethical leadership.
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2. Capacity and Infrastructure

Strengthening staffing, systems, supervision, and operational effectiveness.

- Provide leadership and operational oversight for E3 Services, CPRS services, and the CPRS Academy.
 - Oversee staffing structures, supervision systems, and workflows while leading or supporting hiring, onboarding, evaluations, and staff transitions.
 - Provide regular, trauma-informed supervision that supports accountability, growth and wellbeing.
 - Foster a collaborative, strengths-based team culture grounded in trust and shared decision-making.
 - Collaborate with operations, finance, and data teams to support infrastructure, billing, reporting, and documentation needs.
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3. Evidence-Based Programs and Services

Ensuring service quality, outcomes, and fidelity to best practices.

- Oversee the design, implementation, and continuous improvement of E3 and CPRS programming.
- Ensure all services are evidence-based, trauma-informed, culturally responsive, and person-centered.
- Monitor outcomes and service quality using data, participant feedback, and staff input to guide continuous improvement.
- Provide leadership for the CPRS Academy, ensuring alignment with Minnesota CPRS certification standards and exam readiness.
- Advance recovery-oriented programming that supports healing, restoration, and long-term recovery for individuals, families, and communities.

4. Legislation, Policy, and Community Education

Advancing compliance, systems alignment, advocacy, and public education.

- Oversee CPRS services across contracts and service settings, ensuring compliance with DHS, MARCO, and all regulatory and reporting requirements.
- Maintain working knowledge of CPRS certification standards, ethics, scope of practice, and documentation expectations.
- Ensure accurate external reporting and documentation for regulatory bodies and funding partners.
- Represent Damascus Way with community partners and system stakeholders.
- Support community education, advocacy, and policy efforts related to substance use, recovery, incarceration, reentry, and systems change.

Qualifications & Experience

- Bachelor's degree required in social work, counseling, human services, nonprofit leadership, or related field. (Master's degree preferred)
- Minimum of 5 years' experience in recovery services, behavioral health, social services, or nonprofit leadership.
- CPRS certification is strongly preferred (or willingness to obtain).
- Demonstrated experience supervising staff and leading teams.
- Strong understanding of recovery-oriented systems of care and trauma-informed practice.
- Experience with contracts, compliance, and partner reporting.