



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 9/19/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Program Director, Recovery Friendly Workplaces (RFW)
Status: Full-time, 35 hours per week, calendar year appointment; grant funded position; Renewable, contingent upon funding.
Grade: 12
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports to: Associate Vice President, Professional Studies and Continuing Education

PRIMARY PURPOSE:

The Recovery Friendly Workplace (RFW) Program Director will be responsible for organizing all activities relating to the RFW initiative and the contracts between Rhode Island College (RIC), the Rhode Island Department of Health Academic Institute (RAI), the Central RI Chamber of Commerce, and the Rhode Island Disaster Medical Assistance Team's Medical Reserve Corps (RIDMAT/MRC). The RFW Program Director will seek and maintain partnerships with community agencies, identify and support potential RFWs/Naloxone trainers/experts, and encourage and support communication and collaboration between the RAI, the contractors and community agencies. The individual will engage with local organizations and employers in Providence and Kent Counties to educate businesses on the benefits, ease, and necessity of becoming recovery friendly certified. The individual will convene and lead a RFW Implementation Work Group consisting of the aforementioned contractors and other associated partners, to discuss RFW implementation and keep all participating entities updated on partner progress, successes and barriers. The RFW Program Director will report to the Associate Vice President of Professional Studies and Continuing Education at RIC.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Promote and support the RFW initiative through interdisciplinary and inter-professional collaboration.
- Provide oversight of the RFW project to ensure delivery of evidence-based training to employers and their employees in Providence and Kent Counties.
- Work collaboratively with partners (including but not limited to RIC Clinical Support, Central RI Chamber of Commerce, and RIDMAT/MRC), to advertise the RFW initiative, develop/implement trainings, and support businesses as they become recovery friendly certified.
- Work collaboratively with the RFW Implementation Work Group to keep all participating entities updated on partner progress, successes and barriers, and to ensure alignment and coordination of initiative with other efforts.
- Work with RFW work group and community agencies to identify and align training needs of employers interested in becoming recovery friendly certified.
- Develop, oversee, coordinate and disseminate internal and external communications related to the partnership between RIC, RAI, and partners.
- Provide data and evaluation on RFW orientations and Naloxone trainings, and oversee data collection efforts by partners.
- Evaluate program operations for program effectiveness, cost effectiveness, and utilization.

- Use collaborative approaches to problem solve and address barriers.
- Attend/convene agency, institutional, and other project meetings/trainings as appropriate.
- Provide timely management and reporting on progress of activities of the RFW initiative.
- Develop RFW materials including but not limited to: RFW 101 introduction/orientation training to be used in conjunction with RIDMAT's naloxone training, RFW certification process and criteria for awarding certification to employers, RFW website content/regular updates, RFW print materials/templates and/or guidelines for organizations and businesses to utilize.
- in developing their own RFW programs.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Associate Vice President of Professional Studies and Continuing Education at RIC and the Governor's Office

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree from an accredited institute of higher education.

Experience:

A minimum of 5 years' project management experience in a business or nonprofit setting.

Skills, Knowledge, and Abilities:

- Ability to handle details accurately and to plan, communicate, and oversee work on a variety of activities.
- Knowledge of working on grant-funded projects that includes identifying grant opportunities, developing proposals, data collection and program reporting to funding sources.
- Demonstrated ability to undertake new initiatives and work in an environment with complex policies and procedure.
- Excellent communication and interpersonal skill.
- Demonstrated computer proficiency with word processing, spreadsheets and electronic mail systems.
- Minimum 1 year of the 5 years' experience in a substance misuse prevention, treatment, or recovery settings.
Experience in developing and providing trainings, experience in writing grants and/or working on grant-funded projects.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.