

Pivot Ministries
Role Description
Program Director
February 7, 2025

Pivot Ministries seeks a Program Director

Pivot Ministries is a Christ-centered, Bible-based ministry in Bridgeport CT that, since 1970, has treated drug and alcohol addiction as a spiritual problem. We have a proven record of returning men to their families “usefully whole” (i.e. sober and employed) through a healing process of acceptance, discipline and structure in a supportive, loving atmosphere.

On our 54-bed campus we welcome any man over 18 years who wants to change and is willing to be held accountable through a nine-month abstinence-only program that does not currently provide medically assisted treatment. The program is residential, with the possibility of a further six months in a reentry house while in external employment.

We are seeking a Program Director to take the Pivot program to the next level, incorporating evidence-based best practices in substance use disorder treatment while staying true to Pivot’s faith-based approach and values.

Program Director - Role purpose

To maximize the effectiveness of Pivot’s residential program treating addiction as a spiritual problem to return men to their families usefully whole.

Relationships

Reports to the Executive Director. Leads the program staff. Works with the Development Director to grow donor relationships and fundraise. Works with the executive team on continuous program development

Key Responsibilities

This managerial role leads all aspects of program operations, management of up to 16 staff, and student care.

Program Management and Operations

Define program policies, procedures and curriculum, including introducing a more formalized approach to content, integrated with clinical counseling. Pivot Ministries is considering introducing the [Genesis Process](#) and experience with this curriculum would

be valuable. Stay current with developments in addiction treatment and bring proven best practices in treatment and relapse prevention to Pivot.

Oversee program implementation and operations, ensuring the Ministry meets legal, statutory and accreditation requirements.

Supervise entry to the program so students admitted meet Pivot's criteria and are thus able to benefit from the program. Ensure each student receives psycho-social, medical and wellness assessments and plans at agreed points in their stay.

Maintain program occupancy at an average of 90 per cent. Foster productive relationships with referring agencies and maintain ongoing communication.

Coordinate services with external social services providers and develop contacts with outside agency resources.

Staff Management and Development

Create a supportive, transparent workplace culture in line with Pivot's values by role modeling, authentic interpersonal relationships, clear lines of communication, and a focus on teamwork and personal and spiritual growth.

Recruit, supervise and develop program staff. Conduct regular performance appraisals, recognize and discipline staff, and address complaints and problems. Maintain development plans for each staff member.

Ensure staff are trained in first aid, CPR and NARCAN administration. Ensure all staff with student contact employed by Pivot for more than 6 months complete training as a Recovery Support Specialist.

Administrative Duties

Represent the ministry and program in church, community and professional settings.

Oversee the program database to ensure timely and accurate data input. Establish program benchmarks and report regularly on program effectiveness.

Contribute to budget preparation and manage program and staff specific expenditures. Ensure secure management of students' cash accounts.

Qualifications

Bachelor's or master's degree in social work, behavioral health, mental health, counseling, or related field. Extensive and comparable relevant experience may be considered in lieu of formal education

Demonstrated deep understanding of and commitment to faith-based approaches in substance use disorder treatment

Proven experience implementing faith-based principles in addiction recovery

Minimum of 5-7 years of experience working in substance abuse treatment.

Demonstrated leadership experience in a supervisory or managerial role.

Certification and experience in substance use disorder counseling an advantage.

Excellent interpersonal, communication, and team-building skills.

Strong knowledge of evidence-based practices in substance abuse treatment.

Familiarity with relevant regulations and accreditation standards.

Lived experience of recovery an advantage.

Valid driver's license.