



**The Alcohol and Substance Abuse
Prevention Council, Inc.**
125 High Rock Ave
Saratoga Springs, NY 12866
Phone 518-581-1230

www.preventioncouncil.org

Position Title: Healing Springs Supervisor
Reports To: Director of Healing Springs Recovery Center
Salary Range: \$63,000-\$65,000

Date: July 2026
FLSA Status: Exempt/FT

Position Summary:

This is a 1.0 FTE Supervisory position. This position will work closely with the Director and the Peer Supervisor of Healing Springs to provide oversight and supervision of day-to-day activities. The Center Supervisor will assist the director in the daily operations of the recovery center and overseeing the operations of the Youth Clubhouses. Documentation of services is a component of this work.

Duties and responsibilities

- Create a welcoming environment for all visitors and incoming calls to Healing Springs
- Work within the team of Center Director, Peer Supervisor and Center Coordinator of Healing Springs to maintain the high standard of services provided
- Work with Center Director to strategize and implement Youth Clubhouse programming at the 4 satellite locations
- Provide daily oversight of the clubhouse staff and operations
- Collect necessary documentation for reporting of outcomes and contacts at the Recovery Center and clubhouse
- Provide daily oversight, and documentation of the school-based CRPA staff
- Create and maintain relationships with partner agencies
- Review and approve staff timesheets and requested time off
- Work with CRPA Supervisor to identify training needed for Peers and Prevention staff
- Schedule, and coordinate training for CRPAs and CPP/CPS in the eight-county network
- Act as a resource for peers navigating the certification process, required training and CEUs to ensure compliance
- Maintain program and expense records to be provided to funder
- Ensure that all reports and paperwork are completed satisfactorily and in a timely manner
- Attend all agency and program staff meetings

Qualifications

- Associates degree required with a bachelor's degree preferred or in process
- 3-5 years of supervisory/training experience,
- Certification as a CRPA Supervisor
- Recovery from addictive behaviors for at least three years preferred
- Ability to model behavior consistent with the mission of The Prevention Council and the Recovery Center.
- Excellent oral and written communication skills.
- Excellent organizational skills; ability to handle multiple projects simultaneously.
- Willingness to work a flexible schedule (including some evenings and weekends) and travel throughout Saratoga County.
- Current valid driver's license, proof of vehicle insurance, and vehicle availability

August 10, 2026