



# Road To Recovery

Behavioral Health & Substance Abuse Services

## Administrative Position Qualifications

Administrative Positions at Road to Recovery are available from time to time. These positions include:

- Assistant Manager
- Program Manager
- Bookkeeper
- Compliance Officer
- Executive Assistant

Qualified applicants must be self-motivated, energetic, have a positive attitude, excellent phone manners, demonstrate experience in creative problem solving, work well with deadlines and be able to establish a professional rapport with members of the legal and the medical/mental health communities.

Proficiency in English and Spanish and impeccable writing and reading skills are necessary. Basic computer skills – MS Office and Quick-Books knowledge are required for all positions. Applicants must have a valid Georgia Driver's License and are submitted to a criminal background check. These positions offer opportunity for advancement with the corporation.

Road to Recovery offers a professional and pleasant work environment, competitive pay, full-time and part-time hours, 40 hours of paid holidays and paid personal leave for up to 80 hours per year.