

CHRISTIAN AID CENTER  
Job Description: **Recovery Programs Director**

**Department:** Women and Children Services  
**Reports to:** Women and Children Services Director/Executive Director  
**Employment Status:** Full-Time, flexible schedule, on-call

**General Description of Work:**

Oversee the recovery program by providing leadership to reach program goals, implementing a culture of recovery, understanding the process of transformation, and enforcing program policies and procedures. This person should be committed to leading through a relational, Christian philosophy of grace and truth.

**Responsibilities:**

- Provide weekly case-management to all guests participating in the Healing Home Program, including support and accountability in meeting goals and following shelter guidelines.
- Document guest progress on database.
- Collaborate with other staff and volunteers regarding program guests and their case plan.
- Inform/advise the team regarding guest progress and recommendations (monthly).
- Initiate the Process Group and Accountability meetings.
- Support guests in leading the weekly Process Group.
- Learn and ensure building operation and functions:
  - Security (cameras and doors) program
  - Cleanliness and maintenance of facility
  - General building operations in the kitchen, courtyard, air control, etc.
- Work with the Emergency Shelter Director on bringing new guests from the shelter into the Discovery Program.
- Assist in the recruitment and training of mentors.
- Oversee the planning of phase advancements and program graduations.
- Development and upkeep of program outcomes.
- Assist in educating the public on homelessness and the challenges of homeless children and mothers.

**Qualifications:**

- A keen manager of people—ability to hold accountable while maintaining relationship with staff and guests.
- Have strong interpersonal skills; including ability to diffuse conflict, maintain composure and treat all staff and guests with dignity and respect.

- The ability to create an environment that instills dignity and value in those who reside at the Christian Aid Center and promotes transformational growth.
- The ability to execute plans that reflect the overall strategic ends of the Christian Aid Center.

**Education and Experience:**

- College degree in related field.
- Two years of experience in similar field.
- Substance Use Disorder training.

**Knowledge and Skills:**

- Discernment in understanding a Christian model of personal change and a demonstrated ability to counsel others in the process of transformation.
- Good working knowledge of chemical dependency, addiction recovery, relapse prevention, and mental health.
- Ability to facilitate groups and activities.
- Proficient in documentation, organization, scheduling.

**Personal Attributes & Values:**

- Adheres to the CAC Statement of Faith and Code of Ethics
- Maintains confidentiality, professional boundaries and ethical behavior
- Passionate about life-transformation
- Has integrity
- Holds high standards

**Other Duties as Assigned:**

In this and any position with Christian Aid Center, it is impossible to predict the many requests and assignments that can and will be made on an employee. Flexibility and cooperation are crucial.

References required.

---

**About the Christian Aid Center:**

With more than 75 years of rescuing and restoring lives in the Walla Walla Valley, the Christian Aid Center—Walla Walla Rescue Mission (CAC) is one of the first places that hurting individuals seek when in time of need and despair. In 1946, CAC started as a soup kitchen and chapel for men, and in time evolved into a homeless shelter.

Today, while we still address the same basic needs of sheltering and feeding needy men, women and children; we ultimately offer the opportunity for real-life change through long-term recovery programs.

An average of 60 individuals find refuge at our shelter every night, and we provide breakfast and dinner daily for anyone in our community who is hungry—resulting in more than 47,000 meals served every year. Other services include food giveaway, childcare, wellness clinic, barbershop, life-transformation programs, referrals, spiritual encouragement and volunteer opportunities.