



## JOB DESCRIPTION

Position Title	Department	Reports to
Asst Director for Care Integration	Center for Women & Children	Sr. Director-Center for Women & Children
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	November 2023

### POSITION SUMMARY

The Assistant Director (AD) of Care Integration’s role is to strengthen the vision, focus and operating policies of care integration at Helping Up Mission (HUM) Center for Women and Children. This role acts as a liaison with on-site provider partners including Greater Baltimore Medical Center (GBMC) primary care and Johns Hopkins University Cornerstone Clinic (mental health and SUD counseling) along with HUM’s partnership with the Johns Hopkins Bayview Center for Addiction and Pregnancy (CAP). The AD of Care Integration acts as a primary liaison with mental health, primary care and substance use disorder counseling partners embedded at HUM.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Supervises Treatment Coordinators who provide peer recovery support for women in the Spiritual Recovery Program and collaborates with the Maternal Program Manager in the CAP program and their infants/toddlers.
- Participate as one of the key members of the Program Leadership Team to facilitate a unified and integrated direction for the program components of HUM’s recovery program
- Supervises recovery program treatment policies and procedures and collaborates with the Intake Manager regarding Next Step, VA and 911 Broadway support programs.
- Coordinate and facilitate monthly health education and recovery-focused training for HUM staff to improve knowledge and expertise.
- Provide oversight for self-administration of prescribed medications by clients in Program Office secure medication area
- Participate in monthly HUM Clinical Management Committee
- Perform other duties as assigned.

### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Exhibit the Core Values of Helping Up Mission
- Knowledge of the 12 Steps and experience with substance use disorder recovery programs
- Strong personal faith testimony and ability to inspire others on their faith journey.
- Current Maryland licensure as either a Registered Nurse or Licensed Social Worker
- Knowledge of case management principles and peer recovery support
- Demonstrate and practice HUM Core Values



- Ability to work effectively with individuals from diverse ethnic, cultural, and socioeconomic backgrounds in a fair, supportive, and cooperative manner.
- Effective communication skills
- Excellent organizational and time management skills

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Reviewed with employee by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received and accepted by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Helping Up Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.