



## JOB POSTING

**Position Title:** Director of the Women & Children's Center  
**Position Type:** Full-time salaried, exempt position with benefits  
**Reports to:** Chief Operating Officer  
**Start Date:** Fall 2020

### THE NEED

According to Behavioral Health System Baltimore, 1 in 9 people are battling addiction in greater Baltimore. In particular, the opioid epidemic is ravaging the lives of Maryland families at an alarming rate, with the rate of heroin addiction among women having doubled. Initial survey results in greater Baltimore found less than 250 recovery beds for women.

The consequences extend far beyond chronic homelessness. Alcohol and substance use disorders not only destroy families, but also devastate entire communities. And the problem is not confined to low-income or minority neighborhoods, as many people wrongly assume. In truth, addiction does not know or care about a person's race, culture, faith, neighborhood, education, vocation, financial status – none of those protect against addiction. Addiction recovery in a safe, secure residential environment for women and their children is desperately needed.

### HISTORY & PROGRAMS

Helping Up Mission, Inc. (HUM) is a faith-based, non-denominational, Christian organization building a community of hope by offering permanent solutions to those experiencing homelessness, poverty and addiction. HUM provides hope to the poor and homeless through programs designed to meet their individual physical, psychological, social and spiritual needs. Compassionate and substantial residential care is given to almost 550 people in need, without consideration of race, economic or religious status at its campus in East Baltimore.

For the past 135 years, HUM's programs have focused mainly on recovery and shelter for men battling addiction and homelessness. Over the past two years, HUM has expanded to offer services to women from afternoon shelter to new residential recovery programs. HUM is well-positioned and suited to make a significant contribution to the recovery needs of women and their children in greater Baltimore. We have been building our internal expertise and collaborative partnerships to offer a myriad of services in a wraparound treatment model. These programs are lifesaving and can lead to life-transformation for the individual, restoration of family relationships, re-built vocational opportunities and ultimately a return to the community as a contributing member.

As such, HUM is constructing a women's and children's center slated for completion in the fall of 2021, funded by a \$61 million capital campaign that is currently nearly 90% towards its goal. A holistic recovery program at this beautiful facility is being constructed to house up to 200 women and 50 of their children. The Center will be unique to the State of Maryland and among the most significant of programs of its scale in the country. The HUM Women and Children's Center will be a seven-story,

145,000 sq. ft. building in which HUM and its community partners will provide professional services in a nurturing, supportive environment where life transformation and rebuilding of families can occur.

The Center will offer the following essential wraparound services in a therapeutic community either on-site or through community-based providers:

**Expand our recovery community to serve women in need, with basic services for their children.**

- Semi-private residential rooms and bathrooms/showers
- Onsite counseling – group and individual
- Onsite pastoral care
- Classrooms, meeting areas
- Kitchen/Dining for residents, staff, and partners
- Fitness and recreational areas
- Library, salon, laundry, clothing distribution areas
- Dedicated area for childcare

**A Wellness Center**

- Medical exam and primary care treatment
- Mental health counseling
- Dental exams and treatment (emergency and restorative)
- Eye examinations
- Health education and awareness

**Create an Education & Workforce Development Center**

- Teaching and tutoring for adult basic education (Maryland GED and college preparation)
- Computer learning lab
- Job readiness (resume building, interviewing, essential skills, etc.)
- Professional skills development
- Vocational training (food services, environmental, clerical/administrative)
- Job placement (gaining/returning to permanent, full employment)

**LEADERSHIP OPPORTUNITY**

As HUM grows and begins to build the Women’s Recovery Program, the mission is seeking a Director of the Women and Children’s Center to join our senior leadership team. This person will work closely with the Chief Operating Officer (COO) on program development ideally starting a year prior to the Center’s scheduled opening in the fall of 2021. The Director will provide overall leadership of HUM’s women’s recovery program starting at our current leased 40-bed facility known the Chase St Center. The Director will be responsible for all aspects of Programs, Spiritual Life, Operations, and Clinical Services.

HUM seeks a Director who is a collaborative team leader who respects and appreciates HUM’s history and current level of service, with experience operating a facility with this focus and scale. This person should be a seasoned leader who has led in an organization developing programs and who brings solid leadership experience in building teams and delivering measurable program outcomes.

## **JOB SUMMARY**

The Director of HUM's new Center for Women and their Children will provide oversight and strategic leadership relative to facility operations, programs, community partnerships related to the Center, and recruit and manage a dedicated staff and client community. The right candidate will be a hands-on, servant leader with the ability and drive to create and maintain outstanding, professionally managed programs at Helping Up Mission that combine professional pastoral and clinical care.

The following experience and values are essential for the candidate in this role:

- *Mature Faith* - We are seeking a leader of deep personal faith, a history of involvement in church community, and in agreement theologically with Helping Up Mission. The right leader will have the ability to think and act decisively with purpose and integrity.
- *Passion for those in Need of Recovery* – The right leader will have a passion for ministry to those in need of recovery. This person will have, or develop quickly, credibility and relationships in the community.
- *Proven Team Leadership* - The successful candidate will be a proven leader with the experience, vision and energy required to lead a 250-bed facility serving both adult women and their children (up to age 12). The Director will have the ability to recruit and build a team, work collaboratively and successfully with staff to open the facility in late 2021.
- *Results-Oriented* - This leader will ensure that HUM increasingly measures the results of its programs, demonstrating the various ways lives have been changed by the mission using the fifteen domain area, five-point scale Spiritual Recovery Life Transformation Matrix developed by the HUM Program Team.
- *Exceptional Ability to Prioritize and Delegate* - The successful candidate will possess exceptional judgment, flexibility, and the demonstrated ability to thrive in a fast-paced environment, juggling multiple priorities and responding to a variety of constituent needs.

There are several key areas of responsibility for this position as outlined below.

### **Program Development & Leadership Responsibilities:**

- Develop, implement and sustain programs that effectively integrate spiritual and clinical care
- Oversee this 24/7 secure facility working together with staff, program residents, and volunteers to achieve safe and well-maintained facilities
- Maintain awareness of trends, program standards, and developments in the field of addiction recovery and treatment. Incorporate new developments as appropriate into programs
- Conduct risk management reviews, create and monitor necessary policies and procedures
- Prepare and maintain annual budget in coordination with the CFO and COO
- Develop and lead policy and procedures implement for all aspects of the facility and program
- Provide continual training for a HUM staff residents and interns
- Work with staff leadership to develop annual program plans, make adjustments as needed, and monitor throughout the year
- Maintain a high-level of integrity, camaraderie, and professional relationships with staff
- Responsible for the professional development and training of Center staff

- Recruit and select all staff positions in the Center

### **Community Support & Partnerships**

- Develop and maintain community support through volunteerism, donor relations, and community partnerships
- Prioritize efforts for major donor cultivation, development, and care of Center supports
- Collaborate with the Philanthropy Department in strategy and methods for encouraging donor partnerships at all levels

### **Job Qualifications:**

- Bachelor's degree required and equivalent experience
- Master's degree preferred and clinical/professional credentials relevant to leadership of a residential recovery center for women and children
- At least 7 to 10 years of progressively responsible leadership in programs for women and/or children in a residential recovery environment
- Strong administrative, organizational, and computer skills
- Experience and capacity to maintain strong working relationships and support for community providers embedded on-site (mental health, primary care and Substance Use Disorder services)
- Excellent people skills, including conflict resolution and team-building
- Ability to maintain strict confidentiality
- Ability to work effectively with individuals from diverse ethnic, cultural and sociological backgrounds in a fair, supportive and cooperative manner in a secure residential community
- Detail-oriented, strong work ethic, professional demeanor and behavior
- Proficient in Microsoft Office software
- Strong analytic, problem-solving and decision-making capabilities

Position offers competitive salary with an excellent benefits package. Interested candidates should email their resumes to [businessoffice@helpingup.org](mailto:businessoffice@helpingup.org) attn: Daniel Stoltzfus.