



## JOB POSTING

**Position Title:** Assistant Director of Care Integration  
**Position Type:** Full-time salaried, exempt position with benefits  
**Reports to:** Director of Women & Children's Center

### **Background**

Helping Up Mission, Inc. is a faith-based, non-denominational, Christian organization offering permanent solutions to those experiencing homelessness, poverty, and addiction. Helping Up Mission, Inc. (HUM) provides hope through programs designed to meet their individual physical, psychological, social, and spiritual needs. Compassionate and substantial residential care is given to almost 500 men and 50 women in need, without consideration of race, economic or religious status at its campus in East Baltimore. HUM provides competitive pay and benefits.

### **Job Summary**

The Director of Care Integration's role is to strengthen the vision, focus and operating policies of the care community at HUM (including Greater Baltimore Medical Center (GBMC), Johns Hopkins University (mental health and Cornerstone) and therapeutic focused Helping Up Mission staff.

Supervises Treatment Coordinators who provide peer recovery support. The Assistant Director of Care Integration acts as a primary liaison with mental health, primary care and substance use disorder counseling partners embedded at HUM.

### **Primary Duties**

- Involved in oversight and administration of Program Office functions and daily activities of, Next Step, 911, and VA programs
- Lead a Helping Up Mission (HUM) integrated care team meeting which includes members of HUM, GBMC and Johns Hopkins Hospital
- 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 including best practices, maintaining industry awareness, and monitoring long-term clinical effectiveness
- Supervises recovery program Treatment Coordinators (TC's) and the 911/Next Step/VA, Program Coordinator
- Model HUM core values and strengthen the spiritual identity and mission while increasing clinical proficiency
- Broaden HUM's clinical vision to incorporate the family of clients that HUM serves
- Coordinate and facilitate monthly trainings for HUM staff to improve their clinical and professional knowledge and expertise

- Establish a system to monitor and evaluate therapists who collaborate with HUM, this can be done through data gathering (with analysis) and competent clinical supervision
- Lead in the implementation of a mental health assessment component to the intake process to contribute to better screening as well as a resident's robust entry into recovery and wellness
- Provide staff support to the HUM Medical Committee along with another program leadership staff
- Provide clinical support and supervision to the appropriate HUM staff including the Treatment Coordinators
- Perform other duties as assigned

### **Job Qualifications**

- Exhibit the Core Values of Helping Up Mission
- Knowledge of the 12 Steps and experience with substance use order and mental health issues
- Strong personal faith testimony and ability to inspire others on their faith journey
- Current clinical license, certification, or registration
- Master's degree(s) in related healthcare field
- Compassionate, yet committed to measurable results and teamwork
- Proven working experience in clinical leadership and program management
- Excellent knowledge of case management principles and clinical supervision
- Core character qualities needed are dependability, initiative, integrity, spirituality, flexibility, fairness, humility, and a servant's heart
- 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
- Familiarity with professional and technical emerging knowledge
- Problem solving skills and ability to multi-task

Position offers competitive salary with an excellent benefits package. Interested candidates should email their resume and cover letter to [businessoffice@helpingup.org](mailto:businessoffice@helpingup.org) Attn: Pamela Wilkerson.