



Job Posting

Treatment Coordinator – Helping Up Mission

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. 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 gives to almost 550 people in need, without consideration of race, economic, or religious status at its campus in East Baltimore. The Treatment Coordinator functions as primary peer advocate providing treatment coordination for clients assigned to caseload while adhering to the Core Values of the Mission.

Primary Duties:

- Conduct regularly scheduled meetings with residents on assigned caseload (Minimum 10 per day)
- Record all Peer Recovery Support interactions in Efforts to Outcomes (ETO) case management software and utilize Progress to Life Transformation Matrix assessment at each program phase
- Provide initial Spiritual Recovery Program orientation for residents on caseload
- Act as primary point of contact for residents regarding questions or concerns about program policies, procedures, and available services
- Use HUM Progress to Life Transformation Matrix and ETO software as tools for guiding clients through each phase of the program and tracking their individual progress
- Update treatment plan as needed
- As necessary, advocate on residents' behalf for access and participation in program services, such as:
 1. Mental health care
 2. Substance use disorder and mental health counseling (Cornerstone)
 3. Primary health care (including vision & dental)
 4. Education
 5. Vocation
 6. Legal aid
 7. Document acquisition
 8. Gap services
- Track participation of client (classes, meetings, etc.) through attendance records (Efforts to Outcomes) and report weaknesses to Director of Care Integration
- Communicate with work therapy supervisors to verify work therapy participation
- Record required data in Efforts to Outcomes database
- Take lead responsibility for resident's personal development inside and outside HUM (church and 12-step groups, sponsor, mentor, family, career development, etc.)

- Attend required staff meetings and training
- Facilitate recovery meetings as needed
- Thorough knowledge of the Spiritual Recovery Program, including all policies and procedures
- Other duties as assigned

Job Requirements:

- Exhibit the Core Values of Helping Up Mission, Inc.
- Trained in ETO case management software
- Trained in Value Options case management software
- Certified Peer Recovery Support Specialist
- Addiction and recovery knowledge and/or applicable life experience
- Minimum 2-year sustained recovery
- Actively, personally working a recovery program
- Proficient computer skills
- Strong interpersonal skills
- Strong team dynamics

Position offers competitive salary with an excellent benefits package. Potential candidates should email their resumes to businessoffice@helpingup.org, attention Maria Flores.