



## JOB POSTING

**Position Title:** Treatment Coordinator  
**Position Type:** Full-time salaried, exempt position with benefits  
**Reports to:** Assistant Director of Care Integration

### **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 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)
- Conduct cohort meetings daily, separated by phase to build community, accountability, and sustainability
- Create relapse prevention plan when client is preparing to go to work
- Record all Maryland Recovery Network-based Peer Recovery Support interactions in case management software
- 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 Individual Treatment Plan and Efforts to Outcomes software as tools for guiding clients through each phase of the program and tracking their individual progress
- Create individualized treatments plan for clients that have relapsed and been offered grace
- Update treatment plan as needed
- Conduct intakes on all new SRP program participants.
- Conduct life transformation matrix assessments at every phase throughout the progression of the program and document in ETO
- Create treatments plan for and advocate for clients in areas of matrix where clients in crisis and vulnerable
- As necessary, advocate on residents' behalf for access and participation in program services, such as:

1. Mental health care
  2. Substance abuse 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 the 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 Qualifications**

- 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. Interested candidates should email their resume and cover letter to [businessoffice@helpingup.org](mailto:businessoffice@helpingup.org) Attn: Laura Starsonneck.