

Stepping Stones Network (SSN) www.steppingstonesnetwork.org Director, Residential Programs OR Restorative Services, Page 1 of 2

Organization Type: Faith-based not-for-profit, addressing sex trafficking

Position Type: Full-Time

Reports to: Executive Director

Compensation/Hours: Salaried, 55K + benefits / 40-45 hours per week; primarily 1st shift, however, as a supervisor, may require routing through other shifts. On call rotation required. Shift hours are 8a-4:30p, 4p-12:30a, or 12a-8:30a.

Location/Travel Requirements: Near Grayslake, IL / Local driving within the region

Education and Experience

Master's preferred. A degree from an accredited college or university in social work or psychology **OR** Two (2) years of experience in the field of behavioral health, ministry, residential treatment, and/or trauma-informed care.

Job Responsibilities

- This position is responsible for the entire 1-2 year Residential Recovery Program that will serve trafficked mothers and their children. May eventually oversee other phases of the residential program.
- Staff/Volunteer hiring/selection, scheduling and day-to-day management (including ongoing feedback and annual performance reviews). Clinical supervision of interns, if licensed.
- Lead development of residential program budgets.
- Ensure all appropriate regulations are met and documented (CARF Accreditation).
- Create agenda and facilitate weekly staff and participant meetings.
- Assess training needs of staff; prepare/conduct appropriate in-service trainings; coordinate needed or required training.
- Oversee participant and household needs.
- Oversee development of Individual Care Plans for participants.
- Collaborate with community partners to provide smooth transitions and meet participant needs.
- Ensure all policies and procedures are routinely followed, including but not limited to:
 - Record Keeping
 - Intake and Assessment Procedures
 - Health and Safety
 - Clinical Services
- Represent SSN in a positive and engaging way at public/social events, and other activities that align with this role.
- Provide clinical counseling to participants (if licensed) or contract appropriate clinical care.

Program Structure

Therapy, Education and Life Skills Programming

- Supervise all program operations.
- Oversee program and policy changes.
- Conduct annual review.
- Build a healthy, trusting, and cohesive team to accomplish the mission.
- Oversee clinical programming and staff performance in relation to therapeutic approach, and therapeutic best practices.
- Define, implement, evaluate, and refine the SSN program curriculum and procedures.
- Model the strength-based approach with staff, participants, and the community.

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- Supervise the development and implementation of Individual Care Plans.
- Function as an Advocate during an emergency or when the position is vacant.

Additional Requirements

- Provide three professional references (two professional and one personal) that attest to the applicant's ability to perform the duties of the position.
- No credible evidence of physical abuse, neglect, sexual exploitation, or negligent misconduct toward any individual.
- No credible evidence of substance abuse, and willing to submit to a drug test upon request.
- Completion of satisfactory criminal background check and SSN non-disclosure agreements.
- Good driving record.
- Maintain any professional credentials and complete all required trainings.
- Participate in professional supervision as recommended.
- Documentation of a health exam, from a licensed physician or other licensed healthcare professional, within thirty (30) days of being contracted. Exam must be sufficient in scope to identify conditions that may place residents at risk of infection, injury, or improper care.
- Our values are "faith-based, free to choose". But, because we are a faith based organization and this is an Executive Leadership role, it requires the individual to be a practicing Christian.

Ability To

- Lead and direct Others.
- Integrate the core values of SSN.
- Serve clients of all belief systems, faiths and races without discriminating.
- Represent SSN in a positive way at community and collaborative events.
- Abide by organization policies and procedures.
- Handle crisis situations and manage conflict.
- Maintain organized space.
- Positively direct and manage others.
- Prioritize needs in the client environment.
- Carry out a strength-based model.
- Communicate effectively with others in written and verbal form.

Character Requirements

- Reliable
- Self-motivated
- Flexible
- Team-oriented
- Punctual