

POSITION SUMMARY: Director of Deborah's House is responsible for effectively developing, administering, and executing an established faith-based transitional living program for women in recovery from substance use by helping them achieve long-term recovery and solvency that optimizes the mind-body-spirit connection. This includes the orderly daily operations and safety of the facility daily and compliance with program and contractual standards.

GENERAL REQUIREMENTS: The candidate is expected to present a professional image and reflect a positive attitude when serving residents, partners, volunteers, church members, board of directors, and the greater community. Must be able to work independently without day-to-day oversight, exercise mature judgment, organizational skills, and sound problem-solving ability in a variety of scenarios, sometimes instantly. The candidate must possess excellent written and verbal communication skills and enthusiastically interact one-on-one and in groups, as well as public and private settings. The ability to maintain confidentiality and high ethical standards is vital to this position.

EDUCATION AND EXPERIENCE: Bachelor's Degree or higher in a related field or equivalent combination of demonstrated experience in substance use recovery and director level administration, donor solicitation, and public relations. Preferred: Supervisory experience and at least 2 years related experience in a non-profit organization and fundraising. If candidate is in recovery, a minimum of 2 years demonstrable sobriety is required.

OTHER REQUIREMENTS: Valid Texas driver's license and reliable vehicle, ability to pass criminal background check (criminal history does not preclude employment), medical/mental health certifications welcome and understanding of best practices for treating substance use and identifying co-occurring disorders for proper referral (this is not a therapist/counselor position)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for building, developing, and maintaining relationships with referral partners for the purpose of facilitating admissions
- Manages all client related communication, which may frequently fall outside of regular business hours; Refers clients to other services as appropriate
- Conduct quality presentations at engagements and meetings with referral agencies, potential funders, community partners, and for recruiting board members and community members to serve as spiritual mentors
- Efficiently communicate with partners regarding potential admits and follow up on client referrals; Maintains regular contact with treatment providers and other relevant stakeholders to ensure services involve mutually reinforcing activities
- Competently communicate with people at all levels, including board of directors, clients, clients' peer support leaders and family members, referral partners, legal administrators (CPS, parole, and probation officers etc.) and others as needed
- Give clear, concise, and accurate verbal and written reports

- Interview and accept/decline applicants
- Guide clients in planning for discharge to emphasize stable housing, economic support and a recovering lifestyle, includes assisting clients to identify and contact appropriate resources when needed
- Hold weekly accountability meetings with residents (meetings with sponsors and mentors, the Genesis curriculum, assist with employment search/school/training program, perform UAs as needed etc.)
- Maintain client files and other records as required in accordance with agency policies, contract requirements and the standards of confidentiality
- Serve as liaison with residence owner/property manager and house needs
- Attend weekly staff meetings with Corazon San Antonio
- Provide day-to-day fiscal operations of organizational revenues and expenses to include:
- Entering and managing information within QuickBooks (add new donors, vendors and maintain/update contact information, receive/document donations, resident rent, grant funds etc., monthly reconciliation of checking and trust accounts)
- Provide monthly fiscal reports for board meetings (Profit & Loss, Balance Sheet)
- Make deposits at bank
- Assist with and be the representative of the organization at periodic events (planning, marketing, and execution)
- Assist with mentor training and developing agenda for sessions, and attend mentor meetings as scheduled
- Coordinate, facilitate, and/or deliver structured program activities, for example, manualized groups, education groups, peer support groups and/or social and recreational activities (birthdays, anniversaries, graduations etc.) with mentors, board members, etc.
- Research alternative funding sources for residents (rental assistance, etc.) and maintain spreadsheet of organizations
- Recommend and assists the board of directors in development of effective strategies for long-term program planning, including developing a yearly budget
- Responsible for knowing, articulating, believing in and being passionate about the history and mission of the organization
- Within the scope of duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, and all compliance with all laws, regulations, policies, and procedures.
- This position will handle confidential information which must be treated with appropriate sensitivity.

SUPERVIDOR: The CEO/Executive Director of Corazon San Antonio

ENVIRONMENTAL DEMANDS: Work is generally performed indoors. Occasional lifting, bending, squatting, and transfers of light loads required (assisting residents with move-in/move-out and fundraising events).

WORK SCHEDULE: Core hours are 8:00 am to 5:00 pm, Monday thru Friday. Special projects or events require additional hours. This is a full-time salaried position and will require varied weekend work and overtime.

WORK LOCATION: The base of operations for this position is Corazon San Antonio and the client residence. Travel within the San Antonio metro and outlying areas is an essential function.

ATTIRE AND DRESS CODE: Varies, but a professional image is expected to be maintained at all times while representing the org.

RANGE OF PAY: Dependent upon qualifications and experience.

Website: www.corazon.sa.org & <https://travispark.org/deborahs-house>

Deborah's House supports women who have completed an in-patient program for their ongoing recovery from the disease of addiction by providing a safe sober-living home, spiritual mentoring and modeling of life skills for their continued success.

We at Deborah's House envision a world where every woman can contribute to her greatest potential and be the woman she was created to be. Substance abuse addiction robs her of the ability to work and flourish. After a woman has completed treatment for addiction, she needs a home where she can stay sober, build relationships, and recreate her skills. Deborah's House provides a safe, structured home-like environment for women in transition from substance abuse treatment to a life of self-sustainable confidence. Female mentors share compassionate guidance with each woman, while supporting her spiritual and personal growth until she is ready to face the world on her own.

Deborah's House is a program under the operation of Corazon San Antonio. Founded in 1999, Corazon Ministries, Inc. (C.M.I.) operates in the heart of downtown San Antonio at Travis Park Church serving our homeless and marginalized neighbors by providing hot meals four times per week, clothing, warm showers, hygiene items, access to primary medical care, optometry and dermatology care, barber haircuts, art therapy, recovery and prayer groups, and a recovery home for women. We serve over 27,000 hot, nutritious meals per year and rely on over 75 enthusiastic volunteers each week to provide unconditional love and life-giving support to our neighbors.