



# DamascusWay

The Road To Freedom

The Associate Director of Community Engagement has a key role in Damascus Way's extension into the greater Twin Cities community. This role will specifically address issues related to substance use disorder in communities of color and diversity. The selected candidate will have great people skills, be well organized, prompt, excellent communication skills (verbal & written), flexible and have relevant lived experience with substance use disorder. This position requires a valid driver license with clean driving history. Candidate must have certification as Peer Recovery Specialist.

**Hours:** Full-time, 40 hours per week

**Pay range:** \$28.00 - \$32.00 per hour, depending on qualifications

**Benefits:** Medical, Dental, HSA, Long-term disability, Life insurance, Accident insurance, 403b retirement account, Holiday pay and Paid time off

## Responsibilities

### Program Execution & Implementation:

- Organize, facilitate, and lead community-based engagements large and small.
- Recruit, train, and coach individuals from target communities to become champions for Peer Recovery.
- Learning and delivering substance use disorder relevant information and services to targeted communities.
- Execute all programming requirements by regard to contracts/grants.
- Collaborate closely with community case workers. Church leaders, other community-based individuals to expand and grow programs.
- Develop person centered goals and service plans, as well as small and large group content, and adapt the curriculum and services appropriately for changing audiences.
- Set program goals and ensure all objectives are met.
- Adjust programming to keep up with cultural changes, advances, best-practices, etc.

### Leadership:

- Motivation, inspire, encourage community liaisons to promote Damascus Way's RCO.
- Ensure all activities are conducted consistently and ethically.
- Build connections and collaborations with government agencies, churches, non-profits, etc.
- Lead Peer Recovery groups, meetings.
- Display exemplary conduct, attitude, and positivity always.

### Administration:

- Consistently render required peer services hours and document/submit weekly.
- Collect relevant data from meetings and engagements.
- Create and submit a summary level report of activity in each program weekly.
- Understand, and operate within budget while maintaining the delivery of excellent programming and services.
- Use our evidence-based consultation framework, software, and other procedures as directed.



# DamascusWay

The Road To Freedom

- Respect program participants and donor confidentiality through the safe keeping of related information.
- Perform other duties as assigned by the Executive Director.

## Qualifications

### Education & Experience:

- Undergraduate degree, preferably in Human Services, Education, or another related field.
- Experience in leading Christian ministry preferred.

### General Qualifications

- Ability to develop a keen understanding of local non-profit and civic organizations, government agencies; church / parachurch ministries; recovery, mental health, housing & employment resources; and so on; and the ability to foster cooperation and collaboration between these entities and Damascus Way.
- Participate in all required meetings and staff activities, and other initiatives as directed.
- Ability to model calmness under stress, while still able to confront issues when necessary.
- Able to pass all requirements to work with vulnerable adults and minors.

## Core Values and Self-Development

- Have a sincere belief that God loves the people we serve and constantly strive to do the same.
- Be enthusiastic about, and consistently convey, the mission, vision, and values of Damascus Way.
- Agree with and adhere to Transforms Minnesota's Statement of Faith, Core Values, and Code of Conduct.
- Maintain, and grow in, an attitude of humility, respect, and love for others through service.
- Attend all required training and seek out and participate in other growth opportunities.
- Maintain a willingness to be stretched by circumstances, and/or by personal growth directives from the Executive Director.