



ON OUR OWN OF FREDERICK COUNTY, INC.

JOB DESCRIPTION

Executive Director

March 1, 2023 - Applications accepted until filled

Position: Executive Director of peer-operated Wellness and Recovery Center in Frederick, Maryland

Classification: Full Time (35-40 hours per week)

Salary: \$45,000 - \$47,000 plus Benefits

Program: On Our Own of Frederick County (OOOFC) is a non-profit behavioral health support program staffed by peers with lived experience who support others with mental health and/or substance use needs. Our Frederick Peer Wellness and Recovery Center provides an accepting, safe and supportive space to heal and connect. OOOFC is an affiliate of the On Our Own of Maryland network of peer-operated Wellness & Recovery Centers. We honor the diversity of each member and their journey.

The Executive Director (ED) oversees the daily operations and supervises a staff of four-six who engage with and assist the peer members visiting the Center; and lead the delivery of individual support services, groups, trainings and activities.

The ED interprets the needs of the program, presents recommendations on policy and protocol to the Board of Directors (BoD), and recruits, develops, and supervises a competent staff.

Candidates must have personal "lived experience" with mental health disorders/illness and/or substance use disorder. Candidates must be passionate, empathetic, and an encouraging leader, with strong managerial, interpersonal and administrative skills for this full-time position. CPRS Certification is required (or willing to obtain in first 6 months of employment), RPS Certification preferred.

Principal Duties and Responsibilities

- Coordinate activities and programs as determined by grants from the Local Behavioral Health Authority (LBHA), other funding authorities, and the organization's Strategic Plan
- Honor and adhere to the Mission* of OOOFC
- Produce reports for the LBHA and other funding authorities in a timely manner
- Assist the Board of Directors in establishing annual goals and priorities (Strategic Planning), and during Board/Committee meetings
- Oversee the financial and budget information on behalf of the corporation. Interact with bookkeeper, accountant/auditor to assure all the required financial reports are developed for the Board and the funding agent. Work with bookkeeper and accountant to assure budget modifications, revenue and expenses are handled appropriately
- Hire, train, lead, and serve as a role-model for staff that have various duties to meet the needs of the Center

- Develop and maintain strong administrative functions of Policies and Procedures, technical operations, social networks, mail, phones, newsletter, shopping, supervising, and maintenance work
- Attend pertinent meetings and trainings, and collaborate with local and state government and nonprofit partners on behalf of our organization
- Provide peer-support, hope, empathy, leadership, guidance and advocacy to our peer members

Knowledge, Skills and Abilities

- Engagement in the practice of peer support
- Knowledge and experience with peer-based support services, mutual support and advocacy organizations and the Behavioral Health system and recovery community is essential
- Diplomatic and articulate written communication and oral/public speaking skills
- Ability to work cooperatively with people from diverse backgrounds, abilities, and levels of experience in their personal recovery and wellness
- Ability to contribute to grant-writing and fundraising processes
- Ability to create and manage a budget and knowledge of QuickBooks
- Proficient using Microsoft Office Suite

Requirements

- Prefer Bachelor's degree in human services, social work, psychology, or related field or equivalent experience
- Certified Peer Recovery Specialist (CPRS) - or able to obtain certification in 6 months
- Experience providing recovery supports to adults 18 and over
- A minimum of 1 year experience in non-profit administration, program development, and/or work in community social services
- Experience with supervision of employees
- Experience with writing and implementing Policies and Procedures
- Experience with budgets and grant reporting
- Possess valid driver's license and personal transportation
- Must be computer literate, proficient with Microsoft Office and e-mail communication
- Must be willing to work flexible schedule, including some evenings and weekends, as needed

Compensation is \$45,000-\$47,000 plus a Health Stipend and Parking. Position will be open until filled.

*OOOFC Mission: We provide free intentional and inclusive peer-led recovery and wellness services. By creating an accepting, supportive community we educate and empower people to heal, reconnect, and find their own way forward. We strive to passionately serve any adult who is seeking to recover from significant life challenges, mental health issues or substance use disorder.

OOOFC Vision: Frederick County will be a place where all people can select their own recovery path and are supported in their choices.

Visit www.ooofc.org for the application. Please send OOOFC application, a cover letter, resume and 3 letters of recommendation to jobs.ooofc@gmail.com. Applications accepted until filled. Thank you!