



## **ROLE DESCRIPTION**

**Role:** Vice President, Recovery Residential Support Services

**DEPARTMENT:** Recovery Residential Support Services

**REPORTS TO:** President City Gospel Mission or Exec VP

**CLASSIFICATION/ STATUS:** Full-Time Exempt

**DIRECT REPORTS:** Men's & Women's Program/Operational Director(s), Dotted line to Volunteer Engagement Manager

**WORK LOCATION:** Cincinnati, Ohio (Two sites Queensgate and OTR)

**ORGANIZATIONAL OVERVIEW:** City Gospel Mission has served under-resourced individuals and families in the Greater Cincinnati region for more than a century. We provide transformational programs focused on food & shelter, recovery support, employment assistance, and youth programs and services that enable long-term life change for participants. We partner with donors, volunteers, churches and the community at large to provide restoration and lasting hope.

As part of our continued growth and regional collaboration, Hope House Mission in Middletown, Ohio will fully merge with City Gospel Mission on January 1, 2027. This integration will expand our ability to serve the Northern Cincinnati and Mid-Miami Valley communities.

### **POSITION SUMMARY:**

Lead and manage a Christ-centered program that provides residential recovery support, life skills development, and spiritual formation for adults recovering from substance use or other besetting behaviors. He/she will provide program oversight, strategic leadership, ensure regulatory compliance and financial sustainability, supervise employees and volunteers, cultivate community and church partnerships, and model Christian values in program delivery.

### **MAJOR POSITION RESPONSIBILITIES:**

1. Conduct the work of leading in a way that is consistent with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for ourselves and participants in our programs.

#### Leadership & Strategy

2. Develop and implement the organization's short- and long-term strategic plans so they are aligned with its Christian mission and values.
3. Lead growth, program development, and quality-improvement initiatives.

4. Serve as the primary public representative and spokesperson to churches, funders, referral partners, and the community.

#### Program Management

5. Oversee design, delivery and evaluation of recovery programming: case management/life coaching, relapse prevention, life-skills training, employment support, and spiritual discipleship.
6. Ensure programs follow evidence-based recovery practices while integrating biblical teaching and pastoral care.
7. Develop and maintain resident intake, assessment, individualized care plans, and discharge planning.
8. Supervise, coach, and evaluate employees and volunteer teams (house managers, counselors, caseworkers, outreach coordinators, etc.) Work with the HR team on the hire process.
9. Provide spiritual leadership and training for employees and volunteers in trauma-informed care and Christian discipleship practices.
10. Utilize clear policies, performance standards and employee development pathways.

#### Operations & Compliance

11. Oversee day-to-day operations: resident safety, house maintenance (with support from facilities team), transportation, procurement, and recordkeeping.
12. Ensure compliance with local, state, and federal regulations, licensing requirements, and funding contract obligations.
13. Maintain resident confidentiality and ensure a safe, respectful environment.

#### Budget Management & Fundraising

14. Help to prepare and manage the annual budget; monitor and manage expenses.
15. Work with Development to execute the fundraising strategy, donor cultivation, grant proposals, church partnerships, events, and reporting to funders.

#### Partnerships & Community Engagement

16. Build and maintain referral relationships with treatment centers, courts, churches, employers, and social services.
17. Coordinate volunteer and mentorship programs with local churches and faith-based organizations.

18. Advocate for residents' needs in the community.

#### Spiritual Care & Discipleship

19. Foster a Christ-centered culture through prayer, Bible studies, chapel services, and mentoring.

20. Provide pastoral support or coordinate pastoral counseling and spiritual resources for residents.

21. Ensure recovery environment reflects the organization's Christian doctrine and values.

#### Other Duties

1. Work collaboratively as part of the CGM Leadership Team to achieve organizational goals.

2. Complete all reports, assignments and miscellaneous tasks as requested by the President and/or Board of City Gospel Mission.

3. Pray regularly for participants, employees, volunteers, at CGM and HHM. We value the power of prayer and encourage employees to pray. Spiritual growth is encouraged, but not forced on residents. We believe praying for our clients has a positive impact on participants, employees, partners and volunteers.

As with all CGM staff members, the person in this role will complete other work-related duties as assigned.

#### **PERSONAL REQUIREMENTS:**

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and Bible study.
4. Agree with and sign the statement of faith and mission essentials of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.
6. Must pass a background, motor vehicle checks and drug screen.

#### **PHYSICAL REQUIREMENTS:**

1. The person in this position frequently communicates with participants, employees and volunteers. She/he must be able to exchange clear and accurate written and verbal information in these situations.
2. Is able to move, function, drive and travel to CGM facilities locations as needed.
3. Role requires ascending/descending stairs, lifting or moving up to 25 pounds of office equipment or furnishings in an office and residential setting.

## **SKILLS AND EDUCATIONAL QUALIFICATIONS:**

1. Bachelor's Degree is required. A Master's degree in Social Work, Counseling, Psychology, Healthcare Administration or related field is strongly preferred. Equivalent extensive experience may be considered.
2. Five years leadership in behavioral health, with significant experience managing working in a recovery setting is desired.
3. Clinical licenses (e.g., LCSW, LPC, LMFT) or specialized addiction certifications (CASAC, CADAC) are highly preferred.
4. Experience working with criminal justice or court referral populations.
5. Intermediate to advanced experience with the Word, Excel, Google Suite, and project management skills.
6. Ability to communicate orally and in writing, clearly and effectively but internally and externally.
7. Cultural competency and a commitment to equity.
8. Significant and effective experience managing direct reports and teams.
9. Ability to evaluate and improve systems, processes, data, personnel and make successful adjustments when objectives are not being met.
10. Can positively influence and inspire others.

## **CORE COMPETENCIES:**

1. Servant leadership grounded in Christian faith.
2. Strong interpersonal, communication, and conflict-resolution skills.
3. Strategic thinking, organizational management, and attention to detail.
4. Cultural humility, trauma-informed, and person-centered approach.
5. Fundraising, public speaking, and community networking abilities.

## **WORKING CONDITIONS:**

1. On-site presence with flexibility for evenings/weekends for resident support, events, and community engagement.
2. Ability to respond to crises and occasional travel to partner sites/meetings.

## **COMPENSATION & BENEFITS:**

Competitive salary commensurate with experience. Benefits: health insurance, retirement plan, paid time off.

Revised: CHR & TD 4-27-26