



**Frederick Rescue Mission, Inc.  
Faith House, LLC  
Program Specialist**

**Overall Job Description**

Provides primary support for program development, implementation, and administration under the direction of the Faith House Director, as outlined below. Works collaboratively with the Faith House Director to ensure all program operations align with the mission and vision of Faith House.

**Duties/Responsibilities**

- Develop and lead personal and spiritual development programs addressing spiritual growth, trauma recovery, substance use recovery, and resiliency
- Provide weekly one-on-one support to residents, including therapeutic conversations and individualized recovery support planning
- Ensure grant compliance through proper preparation, implementation, documentation, and reporting
- Offer spiritual leadership through daily devotions and weekly Bible studies while supporting resident accountability to program policies and expectations
- Maintain and update recovery resources, procedures, and program guidelines, including recovery meetings, sponsors, room checks, and medication policies
- Collaborate with the Faith House team to assess applicants, support resident admission decisions, and address resident concerns or disqualifications
- Maintain effective communication with staff and community partners, including providing shift reports and consulting with the Case Manager on applicants with recovery histories
- Support program operations by assisting with volunteer and intern coordination and ensuring recovery programming is offered regularly
- Oversee resident medication and substance-use screening processes, including documentation, reporting, and staff training
- Assist the Faith House Director with program development, policy updates, resident accountability, as well as facility health and safety
- Provide operational support by supervising House Managers and Volunteers, screening calls, and coordinating referrals
- Support leadership needs by making program decisions in the Faith House Director's absence in collaboration with the Faith House team, following program policies
- Other duties assigned by the Faith House Director

## **Qualifications**

- Maintain strict confidentiality and a high standard of ethical conduct in all interactions with residents, volunteers, and staff
- Meet physical and logistical requirements of the role, including frequent stair use
- Valid driver's license and automobile insurance, with a good driving record
- Satisfactory background and criminal history checks
- Demonstrated ability to interact effectively and supportively with residents, staff, and volunteers
- Strong written and verbal communication skills, including conflict resolution
- Knowledge of challenges facing women and children experiencing homelessness, recovery, and behavioral or mental health concerns
- BA or BS in Counseling, Social Work, Education, or a related field preferred
- Five or more years of professional experience in a recovery or counseling field preferred (Alternatively, five or more years of active personal recovery experience will also be considered)
- Familiarity with Celebrate Recovery principles or similar material is preferable
- Proficiency in Microsoft Office applications
- Personal relationship with Jesus Christ and active participation in a local church
- Commitment to Scripture in faith and practice
- Servant's heart and compassion for those who are lost and hurting
- Agreement with the Frederick Rescue Mission's vision statement, mission statement, statement of faith, core values

## **Other**

- Reports to Faith House Director
- Supervisory Responsibility for Faith House Managers and Volunteers
- FSLA Classification: Exempt
- Pay Classification: Full-Time

## **Compensation**

- Pay Range: The starting salary range for this position is \$42,000 - \$47,000 annually. Higher compensation may be offered based on education or experience.
- Ability to participate in group health insurance plan
- Life insurance, AD&D, disability insurance
- Vacation, sick, and holiday pay
- Ability to participate in Simple IRA

## About Frederick Rescue Mission, Inc.

### **Vision Statement**

To Change Lives Now and For Eternity

### **Mission Statement**

Our mission is to rescue people from hunger, poverty, and substance addiction through Christ's love.

### **Statement of Faith**

**The Bible:** We believe in the Scripture of the Old and New Testaments as verbally inspired by God and inerrant in the original writings and that they are of supreme and final authority in faith and life.

**The Lord Jesus Christ:** We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.

**One Triune God:** We believe in one God eternally existing in three persons, Father, Son and Holy Spirit.

**Man:** We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God, and that all human beings are born with a sinful nature, and in the case of those who reach moral responsibility become sinners in thought, word and deed.

**Redemption:** We believe that the Lord Jesus Christ died for our sins, according to the Scripture, as a representative and substitutionary sacrifice, and that all who believe in Him are justified in the ground of His shed blood.

**Resurrection:** We believe in the resurrection of the crucified body of our Lord in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.

**Second Coming:** We believe in "that blessed hope," the personal return of our Lord and Savior Jesus Christ.

**Salvation:** We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God.

**Future Life:** We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.

### **Core Values**

**1. Gospel of Jesus Christ** – above all else, we promote the Gospel and imminent coming of the Kingdom of God in all our actions.

**2. Connection** – we encourage healthy relationships with both our family and the Church, to both our team and those we serve within our ministry.

**3. Self-Reliance** – we teach and encourage this with our team, as well as with those whom we serve through our ministry.

**4. Accountability** – we obligate ourselves and those we serve in our ministry to ensure a sense of personal responsibility for their actions and relationships.