



## Addiction Education Manager

### Overview

JUST of DuPage is a not-for-profit Christian social service ministry working in the DuPage County Jail in Wheaton, Il. (See [www.justofdupage.org](http://www.justofdupage.org).) JUST empowers inmates to pursue rehabilitation and make positive life changes by offering a broad range of services, including addiction recovery, education, spiritual enrichment and social services. This ministry has an operating budget of over \$200,000, seven staff members, and over one hundred volunteers.

The JUST of DuPage **Addiction Education Manager** is a 20-30 hour per week position under the direction of the Executive Director.

### Responsibilities:

- Plan, organize, direct, and deliver effective client substance abuse services within the guidelines of DuPage County Jail administration and JUST of DuPage.
- Develop program curriculum with measurable outcomes for participants enrolled in the substance abuse recovery pods.
- Work with Executive Director to oversee, supervise, coordinate, and communicate with substance abuse/12-step volunteers and provide ongoing feedback.
- Respond to all requests directed to JUST in relation to substance abuse programming or direct clinical services.
- Counsel inmates one-on-one in recovery pod.
- Lead Cognitive Behavioral Therapy classes in the recovery pod.
- Provide information, data, and records to Executive Director for reports to grantors, Board of Directors, and funding sources.
- Develop and implement policies and procedures to ensure integrity of services and professional conduct.
- Build and develop relationships with Sheriff's administration, Drug Court, jail personnel, and inmates.
- Provide accurate monthly, quarterly, and annual reports for funders, the Board of Directors, and the Executive Director.
- Regularly contribute articles and data for JUST newsletters, social media, and a variety of communications.
- Contribute to JUST fundraising events, donor relations, and grant writing.
- Communicate regularly with JUST team on needs and issues in substance abuse programs.

### Desired Knowledge, Skills, and Experience:

- Working knowledge of professional standards, practices, and techniques in the field of addictions.

- Experienced in program development, evidence-based curriculum, and program evaluation.
- Ability to deliver effective treatment programs with a focus on communication barriers and cognitive and emotional development of offender population.
- Knowledge of best practices in correctional interventions for changing criminogenic attitudes and beliefs and increase system competence (e.g. families, peers, school) for reducing recidivism.
- Experience with adult learners and learning styles.
- Experience in volunteer management.
- Experience working in a correctional institution.
- Experience working with offender population or justice system.
- Creative and adaptable to working with limited resources.
- Familiarity with research methods and data collection and analysis.
- Comfortable working independently and in a team environment.
- Excellent oral and written communication skills.
- Fluency in Spanish is desirable.
- Letter of recommendation from established local church preferred.

**Education:**

- Bachelor's degree in social work, psychology, sociology, applied behavioral science, addictions or related field.
- Master's degree preferred.
- CADAC required.

**How to apply:**

Please send a cover letter and resume to [chip.deblois@dupagesheriff.org](mailto:chip.deblois@dupagesheriff.org). Please address the following in your cover letter:

- Reason you are in the addiction recovery field.
- Reason you feel led or qualified to work in a jail or prison environment. (This is a maximum-security facility similar to a maximum-security prison or locked mental health ward.)

Please describe how your Christian faith influences your daily life. Are you actively involved with a local church?

No phone calls, please.