

# *Sisters Through Engaging Personal Strengths*

## *STEPS*

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Our Mission is to provide women of South Suburban Cook County, with Transitional Housing, Substance Abuse Treatment, and the collaboration of ancillary services they require to overcome barriers to change and reduce recidivisms. With dignity and respect, our residents climb the STEPS of personal growth and responsibility; breaking the cycle of intergenerational trauma, addiction and crime, while becoming more resilient, independent and productive citizens in the community.



**Purpose: Assess the need for Women's Transitional Housing in Blue Island.**  
**Conducted by: STEPS (Sisters Through Engaging Personal Strengths)**

**Are you aware of any Transitional Housing available in this community for women returning home from having been incarcerated?**

0% Yes / 100% No

**Do you believe that there is a need for transitional housing for women in this community?**

80% Yes / 10% No

**Are you aware of any Substance Abuse Treatment available in this community for women returning home from having been incarcerated?**

0% Yes / 100% No

**Do you believe that there is a need for Substance Abuse Treatment for women in this community?**

80% Yes / 15% No

**Are you aware of any parenting classes available in this community that could be utilized by our residents?**

20% Yes / 30% No

**Are you aware of any 12 step (AA/NA) meeting in this community?**

90% Yes / 0% No

**Are you aware of any support services for victims of Domestic Violence in this community?**

15% Yes / 30% No

**Are you aware of any Mental Health Service available for women in this community?**

50% Yes / 30% No

**Are you aware of any Literacy Programs in this community?**

60% Yes / 30% No

**Are you aware of any Job Training Programs available to residents in this community?**

40% Yes / 40% No

**Are you aware of any businesses that would be willing to work with STEPS in developing a program to employ our residents?**

25% Yes / 15% No

**Are you aware of any businesses that would be willing to offer any services to assist and support STEPS?**

25% Yes / 15% No

**Would you support STEPS as a program in this community?**

85% Yes / 10% No

**Do you have any time or skills available to assist in the success of STEPS residents?**

20% Yes / 10% No

**Would you be opposed to a Women's Transitional Home in this community?**

5% Yes / 85% No

# Summary of Survey

- The results of a community needs assessment are favorable and gives us the go signal to establish **STEPS** in Blue Island. There were 800 respondents; a very high response given this is a new endeavor. Of those responding 80% identified a need for transitional housing for female ex-offenders returning to the community, and 80% identified a need for substance abuse treatment for these women. Even more encouraging was that 85% of respondents gave support and only 5% opposed **STEPS**.

# What STEPS Offers

- A safe environment for female ex-offenders returning to society. The facility will help them get their lives back on track and help them to recover from substance abuse.

# Population Serviced

- We will be servicing substance abusing adult women recently released from a correctional facility and return to the South Suburbs (Blue Island).

# Overview of Services

## Services & Providers

Transitional Housing

Substance Abuse Treatment

Direct linkage to Ancillary Services

12 step (AA/NA) meeting

Domestic Violence (victims support)

Mental Health Services

Literacy Programs

GED classes

Parenting classes

Job Training Programs

Clothing Assistance

Primary Health Care

Legal Advocacy  
Mothers)

STEPS

STEPS

STEPS

Alamo Club

South Suburban Family Shelter

Thresholds & Grand Prairie Services

Adult Literacy Volunteers (Blue Island Library)

PACE (Program for Accelerated Education)

Parent and Child Education Society

Safer Foundation

Bottomless Closet

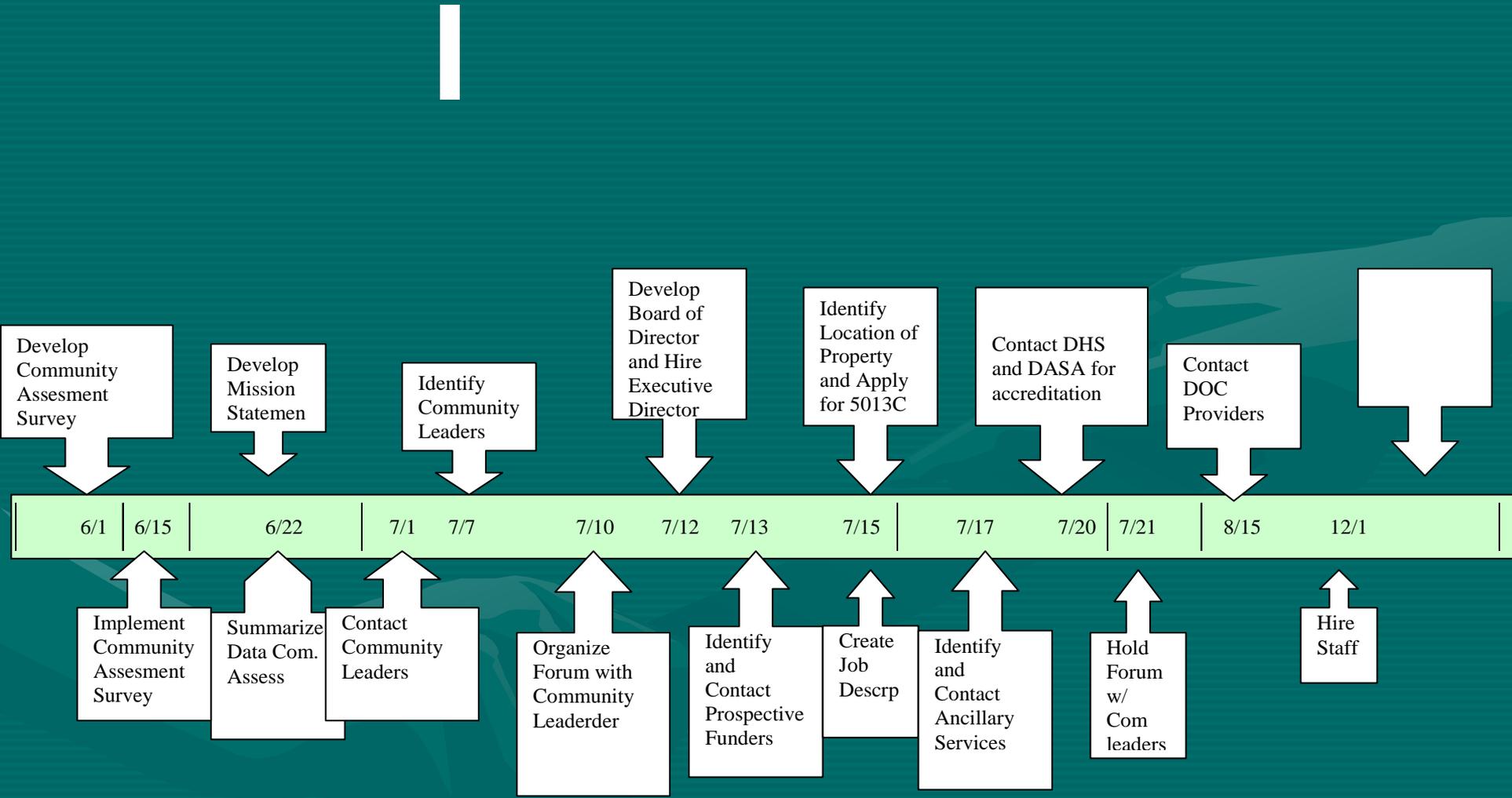
Oak Forest Hospital

CLAIM (Chicago Legal Aid to Incarcerated

# Activities List

- Develop Community Assessment Survey 6/1/2005 Task Force
- Implement Community Assessment Survey 6/15/2005 Task Force
- Develop Mission Statement 6/22/2005 Task Force
- Summarize Data from Community Assessment 6/22/2005 Task Force
- Identify Community Leaders 7/1/2005 Task Force
- Contact Community Leaders 7/7/2005 Task Force
  
- Organize Forum with Community Leaders 7/10/2005 Task Force
- Develop Board of Directors 7/12/2005 Focus Group & Community Leaders
- Hire Executive Director/Clinical Director 7/12/2005 Board of Directors
- Identify and Contact Prospective Funders 7/13/2005 Executive Director
- Identify Location of Property 7/15/2005 Board of Directors
- Create Job Descriptions 7/15/2005 Executive Director
- Apply for 5013C Status 7/15/2005 Executive Director
- Identify and Contact prospective Ancillary Services providers 7/17/2005 Executive Director
- Contact DHS and DASA for accreditation 7/20/2005 Executive Director
- Hold Forum with Community Leaders 7/21/2005 Task Force
- Contact DOC Service Providers 8/15/2005 Executive Director
- Hire Staff 12/1/2005 Executive Director

# Timeline



# Organizational Chart

Board of Directors

Executive Director

Senior Case Manager

Volunteers

Senior Addictions Counselor

Case Manager

Addictions Counselor

1 Night Monitor

1 Night Monitor

# The Board of Directors

1. Mr. Wayne Newson - South Suburban District Manager Of Chase Bank
2. Ms. Leslie Yanks - Vice President of the Womans Coalition of Illinois
3. Mrs. Anita Coleman - President of the Blue Island Block Club Association
4. Mr. Richard Eakes - Founder of the Blue Island Neighborhood Watch League.
5. Ms. Alisha Walker - Blue Island Nurses Association
6. Mrs. Libbey Johnson - Blue Island Gray Panthers Association
7. Mrs. Rita Hayworth - Alderman of Blue Island

## **Honorary Board of Directors**

1. Dr. Lawrence Comenski - Dean of Morine Valley College
2. Mrs. Sara Russo - Director of Planning for South Suburban Coalition
3. Dr. Michael Sachs - Head Resident of St. Francis Hospital

# Staffing for STEPS- Candice

<p><b>Monitors</b>- 2 part-time –\$10.00 per hr. =          The combined positions will be a 7 day a week position          Spilt between 2 part-time employees working          Alternating 3 and 4 day work week with continuous rotation</p> <ol style="list-style-type: none"> <li>1. Duties- Light housekeeping, record keeping</li> <li>2. Maintain nightly documentation</li> </ol>	<p>Combined Annual Salary</p>	<p>\$29,120.00</p>
<p><b>Case Managers</b> – 1 Full time / 1 Part time          Sr. Case Manager w/ supervisory responsibility          24 hour work week for part-time employee</p> <ol style="list-style-type: none"> <li>1. Client assessment for ancillary services</li> <li>2. Drive client to various places as needed</li> <li>3. Monitor files; record and update</li> <li>4. Follow up with clients to make sure they are doing what is necessary</li> <li>5. Job development assistance</li> <li>6. Monitor clients activity on completing objectives</li> </ol>	<p>\$30,000.00 w/ fringe          w/o fringe benefits</p>	<p>\$37,500.00          \$15,600.00</p>
<p><b>Addictions Counselor</b> - 1 Full time / 1 Part-time          Sr. Addictions Counselor w/ supervisor responsibility          24 hour work week for part-time employees</p> <ol style="list-style-type: none"> <li>1. Individual Counseling</li> <li>2. Group Counseling</li> <li>3. Assessments</li> <li>4. Treatment Planning</li> <li>5. Crisis Intervention</li> <li>6. Monitor clients activity on completing objectives</li> </ol>	<p>\$30,500 w/ fringe benefits            Part time “</p>	<p>\$37,500.00            \$15,600.00</p>
<p><b>Executive Director</b> - 1 Executive Director</p> <ol style="list-style-type: none"> <li>1. Oversee day to day operations</li> <li>2. Report to board of Directors</li> <li>3. Human Resources</li> <li>4. Employee Evaluations</li> <li>5. Client retentions</li> <li>6. Reports to Funders</li> <li>7. Hire volunteers</li> </ol>	<p>\$40,000.00 w/ fringe benefits</p>	<p>\$50,000.00</p>

# Job Description for Senior Case Manager

**REPORTS TO:** Executive Director

**POSITION SUMMARY:** Responsible for the overall coordination of social services to residents in the transitional living program, with a special focus on accessing and providing access to community ancillary services. As part of the programs and services team assist with the overall development and implementation of individual resident service plans/recovery plans as indicated.

## **RESPONSIBILITIES:**

- Maintain a client caseload of 6 residents, and up to 6 non-residents living in the community -- meet with each resident weekly
- Assist in the development, implementation, and monitoring of individualized service plans/recovery plans
- Maintain accurate and current client files, including all agency-required documentation. Assist in the development and co-facilitation of weekly recovery groups (e.g. risk reduction/relapse prevention/sobriety support)
- Maintain active communication with counseling staff, mental health providers, and other social service Providers
- Close-out Case Management portion of all client files for departing residents and non-residents
- Develop relationships with referring resources for ancillary support services; including but not limited to; therapists, counselors, social workers, physicians, nutritionists, and alternative medicine providers
- Participate actively as a member of the programs and services team
- Facilitate bi-monthly house meetings, including scheduling topics for resident in-services
- Assist in creating staff schedules for part time Case Manager & Night Monitors
- Train and supervise other Case Manager, Night Monitors, interns and volunteers, when necessary
- Maintain and provide client related weekly/monthly statistics
- Client charting for all client contacts
- Report monthly on resident progress and program participation
- Perform other duties as assigned.

## **QUALIFICATIONS:**

Masters Degree in Human Service related field and CADC certification required. Previous residential, CJS and/or MISA case management experience desired. Ability to assess and evaluate prospective clients for residency. Ability to multi-task and to perform tasks independently. Desired candidate will have 2 years of appropriate experience.

Identified Property-2619 W. 123rd Street  
Blue Island, IL



# Demographics

- BLUE ISLAND, Illinois 60406
- County Cook County
- **Population 25,098**
- **Number of Households 8,890**
- **Median Household Income \$38,420**
- **Median Age 30.72**

Demographics	60406	State	National
• <b>Female</b>	<b>50.84%</b>	50.91%	50.83%
• Male	49.15%	49.08%	49.16%
• Single (never married, sep, wid)	11,527	5,212,014	118,372,252
• Married	7,956	5,171,446	121,019,942
• People per Household	2.82	2.63	2.58
• Households with Children	3,637	1,688,154	39,230,063
• Median Age (more details)	30.72	34.50	35.10

Income and Jobs	60406	State	National
• <b>Median Household Income</b>	<b>\$38,420</b>	\$50,053	\$45,135
• Average Household Income	\$47,421	\$65,893	\$60,600
• Per Capita Income	\$17,002	\$24,795	\$23,201
• White Collar Jobs	0.7454%	0.7838%	0.7760%
• Blue Collar Jobs	0.2545%	0.2161%	0.2239%

# Demographics Con't

<u>Ethnicity</u>	60406	State	National
• White	54.42%	74.89%	76.93%
• Hispanic	37.20%	13.75%	13.79%
• African American	27.14%	15.40%	12.60%
• Asian / Pacific Islander	0.40%	3.47%	3.75%
• Hawaiian / Pacific Islander	0.03%	0.03%	0.14%
• Native American	0.57%	0.25%	0.90%
• Other	17.42%	5.93%	5.65%

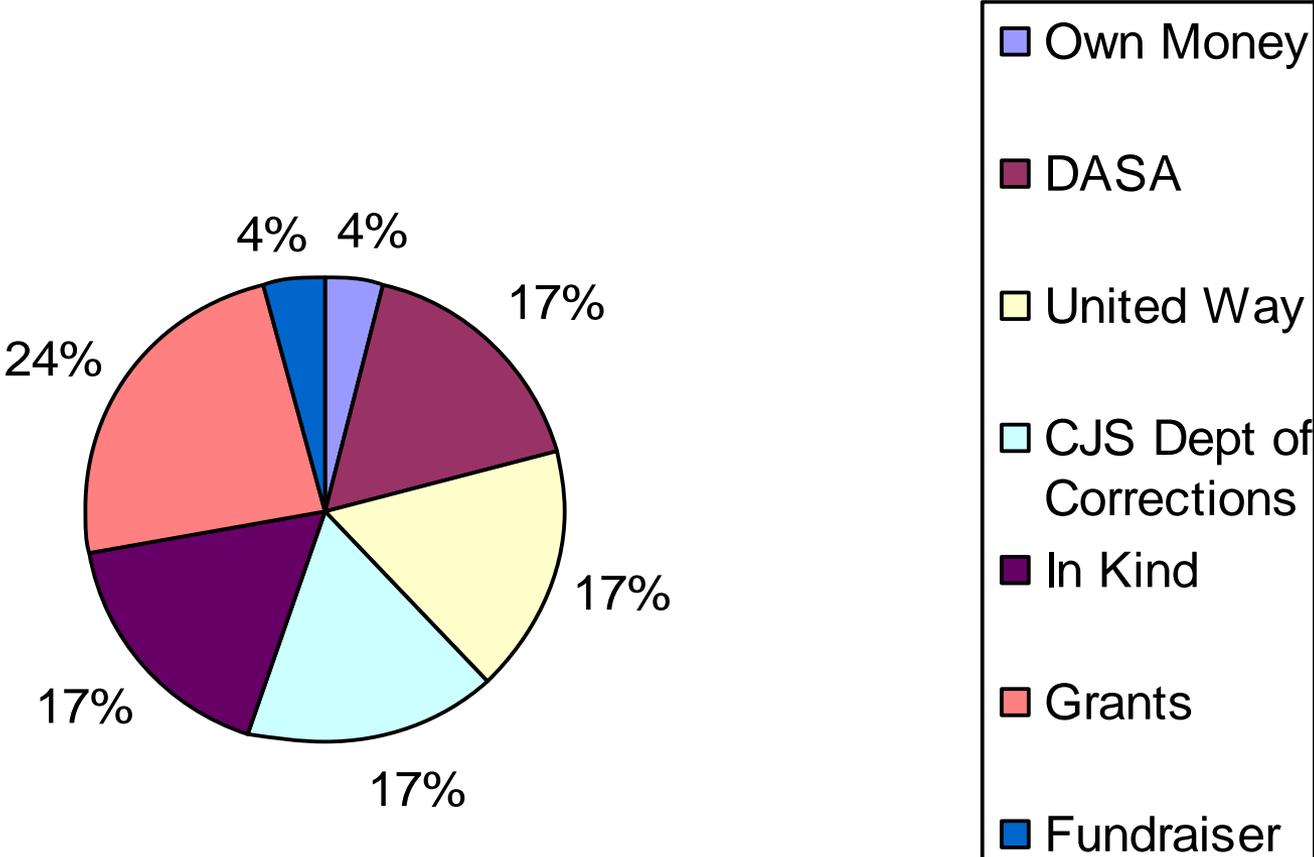
<u>Education</u>	60406	State	National
• Less than 9th Grade	14.95%	7.49%	7.57%
• Some High School	18.37%	11.07%	12.05%
• High School Graduate	28.86%	27.74%	28.55%
• Some College	21.74%	21.57%	21.09%
• Associate Degree	4.45%	6.05%	6.31%
• Bachelors Degree	8.33%	16.51%	5.55%
• Graduate Degree	3.27%	9.54%	8.85%

# STEPS: Program Budget, July 1, 2005 - June 30, 2006

Line Items	Requested	Match	Total
<b><u>Personnel</u></b>			
Exe. Director (1FTE)	50,000		50,000
Senior Counselor (1FTE)	37,500		37,000
Counselor (.5FTE)	15,600		15,600
Case Manager (1FTE)	37,500		37,500
Case Manager (.5FTE)	15,600		15,600
Monitors 2(.5FTE)	29,120		29,120
Personnel Total:	185,320		185,320

Line Items	Requested	Match	Total
<u>Non-personnel</u>			
Consumable supplies			
Program supplies	2500		2500
Office supplies	0	1500	1500
Telephones	360		360
Printing	0	300	300
Postage	0	200	200
Transportation	4000		4000
Food	0	6000	6000
Equipment (computers and printers)	2500		2500
Equipment (rentals)	0	1500	1500
Mortgage	1100		1,100
Insurance	300		300
Utilities	500		500
Petty cash	2,000		2,000
Non-personnel total:			22,760
Total:			208,080

# STEPS REVENUE BREAKDOWN



# Outcome Evaluation

## Program Inputs

### What is the program doing to fulfill its mission?

- Reducing recidivism rates of substance abuse and incarceration by women being released by the CJS

### What problem is being addressed?

- Housing
- Substance Abuse Treatment
- Access to services

### What resources are dedicated or consumed by the program?

- Transitional housing, MHS, CADC Counselors and Case Manager, Community services addressing; 12 Step programs, Spiritual support, Domestic Violence, Mental Health, Employment, Job/Skills Training, Education, Parenting, Volunteers, Community Outreach.

### What unique clients or client circumstances does the program provide for?

- Previously incarcerated women that have struggled with substance abuse issues, lacking the support & access to services required to sustain their desired lifestyle change.

# Outcome Evaluation

## **Program Outputs-The direct products of program activities**

- Number of individual counseling sessions conducted
- Number of group counseling sessions conducted
- Number of hours of service delivered
- Number of participants served
- Number of ancillary services utilized
- Number of residents gaining employment / income
- Number of residents establishing a bank account
- Number of residents reaching financial stability
- Number of residents completing program

# Outcome Evaluation

## Outcome Objectives

### Benefits for participants during and after program activities

- Sobriety
- Financial Stability
- Independent Living
- Access to services required to support sober, independent lifestyle

## Ancillary Benefits

- Increased knowledge
- Increased skills
- Change in attitudes or values
- Change in lifestyle
- Improved health
- Improved status in community
- Self-Efficacy
- Support on their journey