

JOB DESCRIPTION

Title: Associate Peer Services Specialist
Program: Philadelphia Recovery Community Center
Supervisor: Senior Peer Services Coordinator
Classification: Full Time, evening and weekend hours as needed

Qualifications: Bachelor's degree in related field or comparable demonstrated and documented experience. Minimum three years of successful and progressive program implementation. Experience with supervision of staff and/or volunteers. Experienced in outreach, networking and promotion. Knowledge of alcohol and other drug prevention and an understanding of addiction and recovery issues. Cross-cultural skills and experience working with culturally diverse populations. Demonstrated excellence in written, oral and interpersonal communication skills. Experience with data management, Microsoft Filemaker Pro, and the Microsoft Office Suite. Knowledge of multiple languages a plus.

Duties and Responsibilities:

- Assist Senior Peer Services Coordinator in overseeing the delivery of peer recovery support services in their designated area.
- Oversight of physical plant.
- Create an environment to facilitate learning of day-to-day life skills activities: money management, food planning and preparation, assisting with the job search, parenting, supporting members to move forward in their recovery process.
- Plan and develop methods and procedures for implementing programs; direct, coordinate and/or facilitate program activities.
- Responsible to train staff in the areas of Recovery Center policy, departmental procedures, addiction related topics.
- Identify, recommend or provide enhancements to ensure or improve program effectiveness, continuity and inter-connectedness between programs.
- Evaluation and data collection.
- Management of daily activities and duties needed to ensure smooth operation of the PRCC.
- Represent the agency in the community or interagency activities. Assist with marketing efforts of the PRCC.
- Coordinate with Telephone Recovery Support Coordinator to support new members in accessing services.
- Other related duties as determined by the Executive Director and/or Senior Peer Services Coordinator.

Salary Range: \$32,919 - \$50,643

Revised: November 2007

To apply for a position, please mail or fax your cover letter and resume by December 7, 2007 to:

PRO-ACT
444 North 3rd Street, Suite 307
Philadelphia, PA 19123
Attn: Cindy Mikalauskas
Human Resources Manager
phone: 215-345-6644
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