

JOB DESCRIPTION

Title: Recovery Support Coordinator
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 documented experience. Minimum of two years successful and progressive experience in program implementation. Experience with supervision of staff and/or volunteers. Experience in outreach, networking and promotion. Knowledge of alcohol and other drug prevention and an understanding of recovery issues and core addiction practices. Must be able to work well with people, have cross-cultural skills, and experience with culturally diverse populations. Demonstrated excellence in written and oral communication skills. Experience with data management: Microsoft Filemaker Pro, and Microsoft Office Suite. Knowledge of multiple languages a plus.

Position Summary: The Recovery Supports Coordinator oversees and promotes the recovery programming and supports and ensures a steady number of referrals.

Duties and Responsibilities:

1. Development and oversight of the Telephone Recovery Support program; establishment as a nationally-recognized model.
2. Work with Philadelphia recovery support services and treatment providers to develop a steady flow of recovering individuals (outreach).
3. Supervise Telephone Recovery Support Volunteers and Recovery Specialists.
4. Market/promote PRCC and the Telephone Recovery Support program in all venues.
5. Evaluation and extensive data collection.
6. Produce reports as required by Executive Director and Senior Peer Services Coordinator.
7. Plan and develop methods and procedures for implementing RCC programs; direct, coordinate and/or facilitate RCC program activities.
8. Ensure that program runs efficiently; all calls made in timely manner.
9. Volunteer recruitment, evaluation, retention.
10. Work with Volunteer Manager to coordinate all necessary training.
11. Represent the agency in the community or interagency activities.
12. Assist with marketing efforts of the PRCC.
13. Coordinate with Associate Peer Service Coordinator to support new members in accessing services.
14. Other related duties as determined and approved by the Senior Peer Services Coordinator.

Salary Range: \$28,366 - \$41,619

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 fax: 215-348-3377