

JOB DESCRIPTION

Title: Senior Peer Services Coordinator
Program: Southern Bucks Recovery Community Center
Supervisor: Executive Director
Classification: Full Time, evening and weekend hours as needed

Qualifications: Master's Degree in human service related field. A minimum of 3 years organizational and supervisory experience. Knowledge of alcohol and other drug prevention with an understanding of recovery issues. Licensing and/or credentialing in the addiction field preferred. Minimum of one year of successful and progressive experience in service/program delivery with a non-profit organization. Cross-cultural skills, and experience with culturally diverse populations. Demonstrated excellence in written and oral communication skills. Demonstrated ability to establish and maintain effective work relationships with general public; knowledge of neighborhood community, faith, social service organizations and businesses; empowerment and group dynamics skills. Must be able to work well with people. Knowledge of multiple languages a plus.

Duties and Responsibilities: Peer Services Coordinator oversees the delivery of peer recovery support services in their designated area.

1. Peer recovery support services development, coordination, implementation and management at local level. Assist with establishment of Philadelphia Recovery Center.
2. Develop effective strategies for Center sustainability; commitment to assist with the expansion of additional RCCs in Philadelphia.
3. Manages site logistics.
4. Volunteer supervision, scheduling
5. Membership development, membership relations.
6. Public relations and event planning.
7. Needs assessments, strengths assessments (Recovery Assets Mapping Project implementation and management)
8. Evaluation, data collection – reporting requirements, oversight of record keeping and reporting.
9. Chair of PRCC meetings.
10. Provide support to multimedia development and implementation.
11. Evaluate personnel in accordance with Program objectives.
12. Other related duties as determined and approved by the Executive Director.

Salary Range: \$36,771 - \$57,909

Revised: March 2007

Employee Signature Date

Supervisor Signature Date