



## JOB DESCRIPTION

**Title:** **PAD Recovery Support Coordinator**  
**Program:** Philadelphia Recovery Community Center, PAD Project  
**Supervisor:** PAD Project Coordinator, Vision Team (oversight of PRCC mission)  
**Classification:** Full Time, evening and weekend hours as needed

**Qualifications:** Master's Degree in human service related field or equivalent of at least five years work experience in drug/alcohol field. Must meet Pennsylvania requirements for mental health/drug and alcohol supervision. Licensing and/or credentialing in the addiction field preferred. A minimum of 3 years organizational and supervisory experience. Knowledge of alcohol and other drug prevention with an understanding of behavioral health issues and the Criminal Justice System. 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; recovery experience preferred. 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:** The Recovery Support Coordinator oversees the delivery of the Philadelphia Pre-Arrest Diversion (PAD) program in Philadelphia's 22<sup>nd</sup> and 39<sup>th</sup> Police Districts.

1. Work to strengthen collaboration between agencies and non-profit organizations involved with the PAD program: The Philadelphia Police Department, The Philadelphia District Attorney's Office, The City of Philadelphia's Managing Director's Office of Criminal Justice and Philadelphia's Department of Behavioral Health.
2. Provide high level of timely and effective communication with internal and external customers to help ensure that PAD program goals and objectives are met.
3. Support and oversee mobile CRS staff working on the PAD project, supervise and monitor their work and progress toward meeting program goals.
4. Oversight of enrollment for participants of the PAD program and respond to all referrals as directed by program protocols.
5. Conduct intakes/assessments according to PAD program protocols.
6. Peer recovery support services development, coordination, implementation and management at local level.
7. Work with Philadelphia police departments within the 22<sup>nd</sup> and 39<sup>th</sup> districts to identify and engage a steady flow of individuals wishing to access and/or sustain long term recovery.
8. Interface with Criminal Justice representatives as needed to support goals of PAD program.

9. Work with staff to plan and develop methods and procedures for implementing programs and to support members in accessing services; direct, coordinate and/or facilitate program activities.
10. Represent the agency in the community or interagency activities.
11. Manages site logistics and work in collaboration with PRCC Senior Peer Coordinator to ensure proper coverage and staffing.
12. Evaluation, data collection – reporting requirements, oversight of record keeping and reporting.
13. Evaluate personnel in accordance with Program objectives.
14. Other related duties as determined and approved by the Executive Director.

Salary Range:           \$39,500 - \$62,500