



The Council of Southeast Pennsylvania, Inc.
4459 W. Swamp Road, Doylestown, PA 18902
Phone 215-345-6644 Fax: 215-348-3377 www.councilsepa.org
Information/Intervention Line: 1-800-221-6333

JOB DESCRIPTION

TITLE: WELLNESS PROGRAM SPECIALIST, ENRICHING RECOVERY GRANT
REPORTS TO: BUCKS COUNTY RECOVERY SUPPORT SERVICES MANAGER
CLASSIFICATION: NON-EXEMPT, PART TIME

SUMMARY: The Wellness Program Specialist for the Enriching Recovery Grant is responsible for forming relationships with local wellness providers, and planning, creating, and implementing programming as it relates to health and recovery community

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Background in wellness preferred.
- Lived experience in recovery, or an understanding of the recovery community.
- Pennsylvania Criminal Recovery Check, The Pennsylvania Child Abuse History Clearance and a FBI Criminal History Background Check required.

ESSENTIAL DUTIES:

- Identify and outreach to local provider resources to participate in SBRCC programming specific to recovery community members and wellness.
- Maintain collaborative relationships with provider resources.
- Creation, implementation, and oversight of wellness programming at SBRCC.

RESPONSIBILITIES:

1. Identify and outreach to local wellness resources (i.e., physicians, holistic health practitioners, physical health practitioners) who can provide wellness-directed services (such as lectures and screenings) to the recovery community within Bucks County, mainly at the SBRCC.
2. Develop and provide training to local wellness resources on the unique health needs of the recovery community. Maintain strong collaborative relationships with wellness resources in efforts to build a community partnership.
3. Enhance, update and modify health and wellness related recovery support services offerings based on feedback from recovery community and healthcare providers.
4. Recruit, train and supervise peer and non-peer volunteers with content expertise to deliver programs related to health and wellness.
5. Create, implement, and oversee implementation of recovery community-oriented wellness programming (i.e. "Wellness Wednesdays", "Acupuncture at the Center", etc.); evaluate and modify if indicated.
6. Conduct required data collection and performance measurements utilizing both outcome and process evaluation strategies.
7. Other duties as directed by Executive Director and/or Management Staff.

COMPENSATION: Commensurate with Experience.

REVISED: December 2017

Employee Signature Date

Supervisor Signature Date