



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: ENGAGEMENT SPECIALIST
REPORTS TO: THRIVING IN RECOVERY PEER LEADER COORDINATOR
CLASSIFICATION: NON-EXEMPT, FULL TIME

SUMMARY: Administrative position that supports the SAMHSA Thriving In Recovery grant.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Pennsylvania Criminal Recovery Check, The Pennsylvania Child Abuse History Clearance and a FBI Criminal History Background Check required.
- High school education with 2 years of experience providing similar services in a client-service or health care environment.
- Position is based in Chester and Montgomery counties with the expectation that employee will work at locations as needed, using private vehicle. Employee must be able to work independently and collaborate with community and organizational representatives; experience working in either the criminal justice or treatment system preferred.

ESSENTIAL DUTIES:

- Assist and support maintaining a safe and professional office environment, collaborating with co-workers to maintain necessary program and office supplies. Proper customer service, both internal and external customers, is crucial to the smooth operation of Council services.
- Conduct self in a professional manner by adhering to The Council's Employee Handbook.
- Maintain valid driver's license and safe driving record.

DAILY JOB RESPONSIBILITIES:

- GPRA baseline and follow up interviews. Enter GPRA data as needed.
- Provide administrative support to TCE project staff & support the needs of volunteers, participants and programming needs.
- Responsible for Recovery Measures data input and tracking.
- Support staff, volunteers and Coordinator for incoming calls, emails, inquiries, marketing, fundraising efforts, social media and general contacts.
- Provide program support for Thriving in Recovery project.
- Generate supplies order according to program and Council procedures.
- Daily tracking of service recipients coming in for recovery support services.
- Maintain electronic and paper records according to program and Council procedures and in compliance with applicable privacy laws.
- Generate and process documents, including but not limited to brochures, marketing materials, participant files, correspondence, reports - paper and electronic.
- Other duties as assigned by senior management staff.

COMPENSATION: Commensurate with experience and other qualifications.

REVISED: December 2017