



JOB DESCRIPTION

TITLE: CHESTER COUNTY RECOVERY PROGRAMS SUPPORT
REPORTS TO: CHESTER COUNTY RECOVERY SUPPORT COORDINATOR
CLASSIFICATION: NON-EXEMPT, PART TIME

SUMMARY: Administrative position that supports Chester recovery support services.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Pennsylvania Criminal Record Check, The Pennsylvania Child Abuse History Clearance and 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 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:

- Provide administrative support to recovery support staff, participants and programming needs.
- Data entry and reports, outcomes information generation as required by funders.
- Maintain Excel file and track services for reporting for recovery support services.
- Support staff, volunteers and Coordinator for incoming calls, emails, inquiries, marketing, fundraising efforts, social media and general contacts.
- 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 law.
- 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.