
JOB DESCRIPTION

TITLE: MONTGOMERY COUNTY RECOVERY SUPPORT SERVICES COORDINATOR
REPORTS TO: PRO-ACT DIRECTOR
CLASSIFICATION: EXEMPT, FULL TIME

SUMMARY: The Coordinator is responsible for oversight and implementation of Montgomery County recovery support services and CRS staff.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Degree in human service-related field or demonstrated relevant experience with drug/alcohol recovery. Licensing and/or credentialing in the addiction field preferred.
- Experience with community engagement and outreach, program development and implementation.
- Pennsylvania Criminal Record Check, The Pennsylvania Child Abuse History Clearance and FBI Criminal History Background Check required.
- Current valid Pennsylvania driver's license, insurance and vehicle

ESSENTIAL DUTIES:

- Planning, implementation and oversight of Montgomery County CRS program(s).
- Effective supervision and management of the daily operations of Montgomery County recovery support services
- Establish and maintain relationships with various organizations throughout Montgomery County; utilize those relationships to strategically implement project.
- Conduct self in an ethical manner by adhering to the PCB code of ethics, standards of practice, and Council policy and procedures.
- Maintain valid driver's license and safe driving record.

DAILY JOB RESPONSIBILITIES:

1. Planning, implementation and delivery of Montgomery County recovery support services to include direct service, billable funding oversight, marketing and communications efforts.
2. Develop strong collaborative relationships with staff, partners and County stakeholders.
3. Support staff as they work to assess, identify, engage and help individuals transition and follow through with treatment and support services. Facilitate service recipients' opportunities to access treatment and services in order to support long term recovery.
4. Provide supervision and ongoing chart review per programs' policy and procedures to ensure conformity to program standards.
5. Oversight and supervision as staff perform drug and alcohol screening and assessment for targeted individuals to identify appropriate levels of care.
6. Establish and maintain relationships with behavioral health systems and targeted organizations to ensure a robust referral network; utilize those relationships to strategically implement project; maintain a good understanding of surrounding resources.
7. Meet or exceed projects' goals and deliverables, positively impacting members of the recovery community and their families.
8. Management and oversight of Project budgets; work within budget to develop marketing plan and distribute materials throughout service area.

9. Joint oversight of CRS program to ensure that Council staff are providing a collaborative and coordinated approach to services and programs, incorporating recovery principles and values.
10. Evaluate performance of programming to ensure project objectives are met. Adjust as needed.
11. Data collection for project; maintain required records and reporting requirements. Prepare and submit monthly, quarterly and annual report to the Agency and its Board of Directors.
12. Other duties as directed by Director(s).

COMPENSATION: Commensurate with experience and other qualifications.

REVISED: July 2021

Employee Signature Date

Supervisor Signature Date