



**The Council of Southeast Pennsylvania, Inc.**  
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## **JOB DESCRIPTION**

**TITLE:** FIELD PLACEMENT COORDINATOR

**REPORTS TO:** DIRECTOR OF PREVENTION, TRAINING & EDUCATION

**CLASSIFICATION:** NON-EXEMPT, FULL TIME

**SUMMARY:** The Field Placement Coordinator is responsible for the coordination of all aspects of the field placement assignments within the Peer Paraprofessional Certificate in Supporting Youth Recovery program. The Peer Paraprofessional Certificate in Supporting Youth Recovery program provides training to prepare peer paraprofessionals to address the unmet behavioral health needs of children, adolescents and young adults with a substance use disorder and their families, especially those in medically underserved areas and rural areas.

The Field Placement Coordinator will focus on the experiential component of the project, supporting field placement sites and students to ensure mutually beneficial workforce development experiences.

### **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

- Pennsylvania Criminal Recovery Check, The Pennsylvania Child Abuse History Clearance and a FBI Criminal History Background Check required.
- Understand the Certified Recovery Specialist (CRS) role and act as an effective ambassador and advocate for the role's inclusion in a variety of settings.
- Experience providing direct recovery support services and/or supervision of peer recovery support workers a plus.
- Familiarity with the behavioral health needs of the targeted populations of youth, adolescents, transition aged youth, young adults and families.
- Knowledgeable in workforce development strategies and able to cultivate job readiness skills in the students served by the project.
- Experience with and/or sensitivity to culturally diverse populations.
- Current valid Pennsylvania driver's license, insurance and regular access to a motor vehicle.
- Position is based in Philadelphia with the expectation that employee will work at locations in the community as needed, using private vehicle.

### **ESSENTIAL DUTIES:**

- Conduct self in an ethical manner by adhering to the PCB codes of ethics, standards of practice, and Council policy and procedures.
- Maintain valid driver's license and safe driving record.
- Work independently and collaborate with community and organizational representatives.
- Role model professional workplace behaviors and be able to communicate effectively with a wide range of individuals, from students to field placement supervisors to potential CRS employers.

**DAILY JOB RESPONSIBILITIES:**

- Design and implement the workforce development portion of classroom training.
- Meet individually with students prior to, during, and after their field placement to ensure a positive and appropriate field experience for students and sites.
- Cultivate and engage potential field placement sites and potential employers for program students.
- Recruit and orient new field placement sites and field supervisors; provide ongoing support.
- Maintain working relationships with field placement site supervisors to solicit feedback on program and student performance, and ensure appropriate tasks and supervision are taking place.
- Coach student individually and as a group as needed to enhance job readiness, addressing issues such as job seeking, resumes, and interviewing, professional behavior, workplace culture and expectations.
- Work with the Student Support Specialist to track and document each student's field placement site, supervisor, field hours and assignments.
- Other duties as assigned by Director of Prevention, Training & Education or Executive Director.

**COMPENSATION:** Commensurate with experience and other qualifications.

**REVISED:** October 2017

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Employee Signature                      Date

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Supervisor Signature                      Date