

JOB DESCRIPTION

TITLE: PRCC SENIOR PEER SERVICES COORDINATOR
REPORTS TO: PRO-ACT DIRECTOR
CLASSIFICATION: EXEMPT, FULL TIME

SUMMARY: SENIOR PEER SERVICES COORDINATOR is responsible for daily oversight and operations of the Philadelphia Recovery Community Center through recovery support services, education, information and programming. Council staff will work in partnership with the community, law enforcement and professionals to engage identified individuals who would benefit from recovery support services.

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.
- Senior Peer Coordinator must be in recovery with at least 2 years sustained, current recovery history.
- Experience with community engagement and outreach, program development and implementation.
- Pennsylvania Criminal Record Check, The Pennsylvania Child Abuse History Clearance and a FBI Criminal History Background Check required.
- Current valid Pennsylvania driver's license, insurance and vehicle

ESSENTIAL DUTIES:

- Planning, implementation and oversight of the Philadelphia Recovery Community Center (PRCC).
- Effective supervision and management of the daily operations of the PRCC services and programs.
- Establish and maintain relationships with various organizations throughout the City of Philadelphia; utilize those relationships to strategically implement project.
- Conduct self in an ethical manner by adhering to the PCACB 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 PRCC projects, services and programs - including direct services, marketing and communications efforts.
2. Responsible for contract with City of Philadelphia; budget, deliverables and policies and procedures.
3. Management of PRCC staff and programs.
4. Develop strong collaborative relationships with Council management staff, partners and City stakeholders.
5. 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.
6. Establish and maintain relationships with behavioral health systems and targeted organizations and 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 recovery support programs 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 Executive Director.

COMPENSATION: Commensurate with experience and other qualifications.

REVISED: October 2018

Employee Signature

Date

Supervisor Signature

Date