



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

**TITLE:** BUCKS COUNTY RECOVERY SUPPORT SERVICES MANAGER  
**REPORTS TO:** EXECUTIVE DIRECTOR  
**CLASSIFICATION:** NON-EXEMPT, FULL TIME

**SUMMARY:** The Manager is responsible for oversight and implementation of the SAMHSA CARA grant, Southern Bucks Recovery Community Center, Bucks CRS & Warm Handoff projects through recovery support, health care and wellness education, information, initial screenings and programming. Council staff will work in partnership with healthcare professionals to engage identified individuals (opioid overdose survivors and those at risk for overdose) 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.
- 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 Bucks County Warm Handoff Project and Bucks County CRS program.
- Oversight of the SAMHSA CARA grant.
- Effective supervision and management of the daily operations of Bucks County recovery support services and programs.
- Establish and maintain relationships with various organizations throughout Bucks 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 the Health Management Integration Project and Warm Handoff projects for Bucks County, to include direct services, marketing and communications efforts.
2. Planning and implementation of the Enriching Recovery Project including Recovery Support Services (RSS) related to employment, health/wellness, and telephonic recovery support; education of employers and healthcare providers on issues of addiction and recovery; and working with stakeholders across the state to expand RSS infrastructure.
3. Management of Bucks County Volunteer Coordinator and Bucks County RSS programs.
4. Develop strong collaborative relationships with partners and County 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. Oversight and supervision as staff perform drug and alcohol screening and assessment for targeted individuals to identify appropriate levels of care.
7. Assist staff as they provide a "warm handoff" to at-risk individuals, overdose survivors and their family members as they are brought into the hospital's emergency department.
8. Establish and maintain relationships with Bucks County behavioral health systems and targeted organizations and utilize those relationships to strategically implement project; maintain a good understanding of surrounding resources.
9. Meet or exceed projects' goals and deliverables, positively impacting members of the recovery community and their families.
10. Management and oversight of Project budgets; work within budget to develop marketing plan and distribute materials throughout service area.
11. Joint oversight of Bucks County recovery support programs to ensure that Council staff are providing a collaborative and coordinated approach to services and programs, incorporating recovery principles and values.
12. Evaluate performance of programming to ensure project objectives are met. Adjust as needed.
13. 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.
14. Other duties as directed by Executive Director.

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