



JOB DESCRIPTION

TITLE: EMPLOYER PARTNERSHIPS SPECIALIST, ENRICHING RECOVERY GRANT
REPORTS TO: BUCKS COUNTY RECOVERY SUPPORT SERVICES MANAGER
CLASSIFICATION: NON-EXEMPT, PART TIME

SUMMARY: The Employer Partnerships Specialist for the Enriching Recovery Grant is responsible for outreach to, and maintaining relationships with, local employers who become our partners in hiring participants who are in recovery.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Knowledge of area-wide employer resources.
- Strong background in company management with hiring expertise preferred.
- Lived recovery experience of 5 years or more.
- Pennsylvania Criminal Recovery Check, The Pennsylvania Child Abuse History Clearance and a FBI Criminal History Background Check required.

ESSENTIAL DUTIES:

- Identify and outreach to local employer resources to become “recovery friendly” hiring organizations.
- Maintain collaborative relationships with employer resources.
- Oversight of career development programming at SBRCC.

RESPONSIBILITIES:

1. Identify and outreach to local employer resources who may be a good fit for hiring a member of the recovery community.
2. Develop and provide training to local employer resources on why hiring recovery community members is a “win-win”.
3. Enhance, update and modify training curricula and other employment related offerings based on feedback from recovery community and employers.
4. Oversee implementation of recovery community-oriented career development programming (i.e. Gateway to Work, Career Transitions, etc.).
5. Connect career development programming participants with “recovery friendly” hiring organizations
6. Act as “main contact” for “recovery friendly” hiring organizations pertaining to progress and development of program participant.
7. Deliver employment related programs, evaluate and modify as needed.
8. Maintain strong collaborative relationships with employer resources to build a community partnership.
9. Conduct required data collection and performance measurements utilizing both outcome and process evaluation strategies.
10. Other duties as directed by Executive Director and/or Management Staff.

COMPENSATION: Commensurate with Experience.

REVISED: December 2017

Employee Signature

Date

Supervisor Signature

Date