



The Council of Southeast Pennsylvania, Inc.
Bailiwick Office Campus, Unit 12, 252 W. Swamp Road, Doylestown, PA 18901-2444
Phone: 215-345-6644 Fax: 215-348-3377 www.councilsepa.org
Information/Intervention Line: 1-800-221-6333

JOB DESCRIPTION

TITLE: POLICE ASSISTED DIVERSION (PAD) PROJECT COORDINATOR, 2ND SHIFT
REPORTS TO: PHILADELPHIA PRO-ACT MANAGER & PRO-ACT DIRECTOR
CLASSIFICATION: EXEMPT, FULL TIME

SUMMARY: The second shift PAD Coordinator is responsible for oversight and implementation of the Philadelphia Police Assisted Diversion Project. Council staff will work in partnership with project partners in Philadelphia to assess and engage identified individuals within the criminal justice system. This position will also support The Council's Philadelphia recovery support services and its Centers.

The PAD program is a Pre-Arrest Diversion model, which takes a healing centered approach to law enforcement. It involves active collaboration between police officers, social service providers and local government. PAD connects individuals who come into contact with law enforcement for low-level, non-violent offenses to targeted harm reduction services in lieu of arrest.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Master's Degree in human service related field or demonstrated relevant experience working in the drug/alcohol and recovery field. 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
- Bilingual (Spanish) strongly preferred

ESSENTIAL DUTIES:

- The Recovery Support Coordinator oversees the planning and delivery of the Philadelphia Pre-Arrest Diversion (PAD) program in Philadelphia's 22nd and 39th Police Districts, primarily during overnight 2nd shift in North Philadelphia
- Conduct self in an ethical manner by adhering to the PCACB codes of ethics, standards of practice, and Council policy and procedures
- Position is based out of Philadelphia with the expectation that the PAD Coordinator must be able to work independently and collaborate with City of Philadelphia and Criminal Justice representatives
- Maintain valid driver's license and safe driving record; transport participants to treatment as needed

DAILY JOB RESPONSIBILITIES:

1. Accept 2nd shift referrals, give follow-up appointment date and time within 1-2 business days
2. Maintain rapport with evening/late shift officers and crisis/detox units able to receive clients in need during hours of operation
3. Oversight and daily supervision of PAD project, program staff, collaborating with daytime PAD Coordinator
4. Work to strengthen collaboration between agencies and non-profit organizations involved with the PAD program: The Philadelphia Police Department, The Philadelphia District Attorney's Office, The City of Philadelphia's Managing Director's Office of Criminal Justice and Philadelphia's Department

of Behavioral Health. Develop strong collaborative relationship with Project partners and stakeholders.

5. Provide high level of timely and effective communication with internal and external customers to help ensure that PAD program goals and objectives are met.
6. Oversight of enrollment for participants of the PAD program and respond to all referrals as directed by program protocols.
7. Cooperative supervision and management of the budget and daily operations of the project to ensure that staff are providing a collaborative and coordinated approach, incorporating recovery principles and values for individuals and their families.
8. Support and oversee mobile CRS staff as they work with PAD participants to assess, identify, engage and help individuals transition and follow through with support services. Facilitate service recipients' opportunity to access treatment and services in order to support long term recovery.
9. Monitor work and progress toward meeting program goals. Evaluate and adjust project to ensure project goals and deliverables are met.
10. Conduct drug and alcohol screening and assessment for targeted individuals to identify appropriate level of care.
11. Work closely with Council staff to collaborate and market project programming.
12. Data collection for project; maintain required records and reporting requirements. Prepare and submit monthly, quarterly and annual reports to the Agency and its Board of Directors as directed.
13. Other duties as directed by Philadelphia PRO-ACT Manager, PRO-ACT Director and/or Executive Director.

COMPENSATION: Commensurate with experience and other qualifications.

REVISED: December 2018

Employee Signature

Date

Supervisor Signature

Date