

## **JOB DESCRIPTION**

**TITLE:** PHILADELPHIA PRO-ACT PROJECT MANAGER  
**REPORTS TO:** PRO-ACT DIRECTOR  
**CLASSIFICATION:** EXEMPT, FULL TIME

**SUMMARY:** The Philadelphia PRO-ACT Project Manager is directly responsible to the Executive Director for all financial, legal, programmatic and operations of The Council's Philadelphia programs and activities.

The Philadelphia PRO-ACT Project Manager is responsible for daily oversight and operations of The Council's Philadelphia programs, projects and activities, working in partnership with The City of Philadelphia representatives, the community, law enforcement and professionals to provide resources and opportunities for individuals who would benefit from recovery support services, aligning with The City of Philadelphia's strategic plan for a Recovery Oriented System of Care.

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

- Three or more years of senior nonprofit management experience with an understanding of Recovery Oriented Systems of Care (ROSC). Manager must have first-hand knowledge of peer based recovery support services and be a person with current and continuous personal, long term recovery history (minimum 5 years). Solid, hands-on budget and management skills, including budget preparation, analysis, decision-making and task facilitation.
- Master's 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 budget oversight and implementation, 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:**

- Key management leader of The Council of Southeast Pennsylvania, Inc., responsible for fiscal integrity of Philadelphia PRO-ACT programs and services, including submission to the Board of a proposed annual budget, financial statements and reports as required.
- Planning, implementation, administration and oversight of Philadelphia PRO-ACT programs and services in accordance with The Council's strategic plan, Council Handbook and program goals and objectives.
- Effective supervision, guidance and management of the daily operations of The Council's Philadelphia Recovery Community Center (PRCC) and Philadelphia Recovery Training Center (PRTC) services and programs.
- 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 projects, services and programs - including direct services, Recovery Month events and fundraising, community outreach, marketing and communications efforts.
2. Responsible for contract with City of Philadelphia, strategic partners and funders; budget, deliverables, reporting and policies and procedures.
3. Develop and maintain collaborative relationships with partners, stakeholders and organizations throughout the City of Philadelphia; utilize those relationships to strategically implement and expand projects.
4. 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.
5. Manage and support staff as they work to assess, identify, engage and help individuals to transition and follow through with treatment and support services. Facilitate service recipients' opportunities to access treatment and services to support long term recovery.
6. Meet or exceed projects' goals and deliverables, positively impacting members of the recovery community and their families.
7. Management and oversight of Project budgets; work within budget to develop marketing plan and distribute materials throughout service area.
8. Work closely with Philadelphia Coordinators to ensure that Council staff are providing a collaborative and coordinated approach to services and programs, incorporating recovery principles and values.
9. Supervision and oversight: review supervision documentation and provide feedback for effective strengths based supervision.
10. Evaluate performance of staff and programming to ensure project objectives are met. Adjust as needed.
11. Oversee and maintain compliance with credentialing – staffing, training and organizationally.
12. 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
13. Serve as Philadelphia PRO-ACT's primary spokesperson to the organization's constituents, the media and general public.
14. Other duties as directed by PRO-ACT Director and/or Executive Director.

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

**REVISED:** December 2018

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Employee Signature

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Date

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Supervisor Signature

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Date