

JOB DESCRIPTION

TITLE: PHILADELPHIA WARM HANDOFF PROJECT SUPERVISOR
REPORTS TO: PHILADELPHIA PRO-ACT MANAGER
CLASSIFICATION: EXEMPT, FULL TIME

SUMMARY: The Warm Handoff Project Supervisor is responsible for oversight and implementation of the Philadelphia Warm Handoff Project. Council staff will work in partnership with healthcare professionals and Warm Handoff Project Partners in Philadelphia to engage identified individuals (opioid overdose survivors, those at risk for overdose) who would benefit from recovery support services. This position will also support The Council's Philadelphia recovery support services and its Centers.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- 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.

ESSENTIAL DUTIES:

- Planning and implementation of the Philadelphia Warm Handoff Project(s).
- Oversight and daily supervision of Philadelphia Warm Handoff project staff.
- 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 Warm Handoff Supervisor must be able to work independently and collaborate with healthcare systems representatives.
- Maintain valid driver's license and safe driving record.

DAILY JOB RESPONSIBILITIES:

1. Planning, implementation and delivery of the Philadelphia Warm Handoff project, to include direct services, marketing and communications efforts.
2. Develop strong collaborative relationship with Warm Handoff Partners and stakeholders, identifying and cultivating expansion opportunities.
3. Supervision and management of the daily operations of the project and its staff to ensure that staff are providing a collaborative and coordinated approach, incorporating recovery principles and values for individuals and their families. Provide regular and documented supervision.
4. Support policies and procedures to fulfill goals and objectives of program; work with hospital staff for proper onboarding of staff within systems (credentialing, hospital orientation requirements, ongoing training).
5. Support staff as they work with Warm Handoff Partners to assess, identify, engage and help individuals transition and follow through with treatment and support services.

Facilitate service recipients' opportunity to access treatment and services in order to support long term recovery.

6. Oversight and supervision as CRS' perform drug and alcohol screening and assessment for targeted individuals to identify appropriate level of care.
7. Assist staff as they provide a "warm hand-off" to at-risk individuals, overdose survivors and their family members as they are brought into the hospital's emergency department or identified in the community.
8. Establish and maintain relationships with Philadelphia behavioral health systems and targeted organizations and utilize those relationships to strategically implement project; maintain a good understanding of surrounding resources.
9. Management and oversight of Warm Handoff Project budget.
10. Work closely with Council staff to collaborate and market project programming.
11. 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.
12. Evaluate and adjust project to ensure project goals and deliverables are met.
13. Other duties as directed by Executive Director.

COMPENSATION: Commensurate with experience and other qualifications.

REVISED: December 2018

Employee Signature

Date

Supervisor Signature

Date