



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

**TITLE:** BUCKS COUNTY HEALTH MANAGEMENT INTEGRATION PROJECT COORDINATOR  
**REPORTS TO:** EXECUTIVE DIRECTOR  
**CLASSIFICATION:** NON-EXEMPT, FULL TIME

**SUMMARY:** The Project Coordinator is responsible for oversight and implementation of the St. Mary health management integration project through health care and wellness education, information, initial screenings and programming. This position will also support the programs of Bucks County Recovery Support Services and its Centers.

**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 and implementation of the St. Mary health management integration project and oversight of Bucks County CRS program.
- Effective supervision and management of the daily operations of the project and Bucks County CRS program.
- Establish and maintain relationships with various organizations throughout the St. Mary Service Area (SMSA) and utilize those relationships to strategically implement project.
- Maintain valid driver’s license and safe driving record.

**DAILY JOB RESPONSIBILITIES:**

1. Meet or exceed project goals and deliverables, impacting a minimum of 1,350 members of the recovery community including their families.
2. Develop marketing plan; distribute materials throughout service area.
3. Joint oversight of Bucks County recovery support programs to ensure that we are providing a collaborative and coordinated approach to services and programs, incorporating recovery principles and values.
4. Evaluate performance of programming to ensure project objectives are met. Adjust as needed.
5. 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.
6. Other duties as directed by Executive Director.

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

**REVISED:** January 2017

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Employee Signature Date

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Supervisor Signature Date