



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

**TITLE: ENRICHING RECOVERY PROJECT COORDINATOR**

**REPORTS TO: EXECUTIVE DIRECTOR/PRO-ACT DIRECTOR**

**CLASSIFICATION: EXEMPT, FULL TIME**

**SUMMARY:** The Project Coordinator is responsible for oversight and implementation of the Enriching Recovery Project including Recovery Support Services (RSS) related to employment, health/wellness, and telephonic recovery support; education of employers and healthcare providers on issues of addiction and recovery; and working with stakeholders across the state to expand RSS infrastructure. This position will collaborate with the Bucks County Volunteer Coordinator and other RSS programs.

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

- Degree in human service related field or demonstrated relevant experience in behavioral health program design, implementation, management, as well as community engagement and outreach
- Pennsylvania Criminal Record Check, Pennsylvania Child Abuse History Clearance and FBI Criminal History Background Check required.
- Current valid Pennsylvania driver's license, insurance and vehicle.
- Personal recovery experience preferred (minimum 5 years sustained current recovery history)
- Experience providing direct RSS and/or supervision of peer RSS providers a plus

### **Skills & Knowledge Required:**

- Knowledge of recovery-oriented systems of care (ROSC) and best practices in recovery support
- Ability to embrace ROSC values including respect for multiple pathways to recovery
- Excellent verbal and written communication skills, and ability to communicate effectively with a wide variety of participants and professionals
- Organizational and computer skills to manage complex project demands

### **DUTIES & RESPONSIBILITIES:**

- Planning, implementation, oversight, and daily supervision of the Enriching Recovery Project to include: direct RSS services, employer and healthcare provider outreach and training, and dissemination of programs to statewide stakeholders
- Ensure that project goals, objectives, action steps and other deliverables are met
- Collaborate with local and statewide stakeholders, addressing their questions, concerns and needs throughout the project
- Oversee and support Project Staff

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