



JOB DESCRIPTION

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

SUMMARY: The Recovery Support Supervisor is responsible for oversight and implementation of the Philadelphia Warm Handoff Project. 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.
- 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 Recovery Support 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 and implementation of the Philadelphia Warm Handoff project, to include direct services, marketing and communications efforts.
2. Develop strong working relationships with Warm Handoff Partners.
3. Supervision and management of the daily operations of the project and its staff to ensure that we are providing a collaborative and coordinated approach incorporating recovery principles and values.
4. Establish and maintain relationships with Philadelphia behavioral health systems and targeted organizations and utilize those relationships to strategically implement project.
5. Management and oversight of Warm Handoff Project budget, including generation of reports.
6. Work closely with Council recovery support staff to collaborate and market project programming.
7. Evaluate project to ensure project objectives are met.
8. 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.
9. Other duties as directed by Executive Director.

COMPENSATION: Commensurate with experience and other qualifications.

REVISED: January 2017

Employee Signature

Date

Supervisor Signature

Date