



JOB DESCRIPTION

TITLE: SOUTHERN BUCKS RECOVERY SUPPORT ADMINISTRATIVE ASSISTANT
REPORTS TO: BUCKS COUNTY VOLUNTEER COORDINATOR/COMMUNITY MOBILIZER
CLASSIFICATION: NON-EXEMPT, FULL TIME

SUMMARY: Clerical and administrative position that supports the SBRCC and recovery support programs for Bucks County.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Pennsylvania Criminal Recovery Check, The Pennsylvania Child Abuse History Clearance and a FBI Criminal History Background Check required.
- High school education with 2 years of experience providing similar services in a client-service or health care environment.
- Position is based in Bucks County with the expectation that employee will work at locations as needed, using private vehicle. Employee must be able to work independently and collaborate with community and organizational representatives; experience working in either the criminal justice or treatment system preferred.

ESSENTIAL DUTIES:

- Assist and support maintaining a safe and professional office environment, collaborating with co-workers to maintain necessary program and office supplies. Proper customer service, both internal and external customers, is crucial to the smooth operation of Council services.
- Conduct self in a professional manner by adhering to The Council's Employee Handbook.
- Maintain valid driver's license and safe driving record.

DAILY JOB RESPONSIBILITIES:

- Support southern Bucks staff, volunteers and Coordinators for incoming calls, emails, inquiries, marketing, fundraising efforts, social media and general contacts.
- Accurate data entry of service activity, account and participant demographics, finance and other program records. Maintain knowledge and understanding of Recovery Measures database as needed.
- Provide support to Coordinator for marketing with outside agencies; attend meetings.
- Generate supplies order according to program and Council procedures.
- Daily tracking of service recipients coming in for recovery support services.
- Maintain electronic and paper records according to program and Council procedures and in compliance with applicable privacy law.
- Generate and process documents, including but not limited to brochures, marketing materials, participant files, correspondence, reports - paper and electronic.
- Other duties as assigned by SBRCC staff and Executive Director.

COMPENSATION: Commensurate with experience and other qualifications.

REVISED: April 2017