

**GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.**

**JOB VACANCY**

**COMMUNITY RECOVERY CENTER COORDINATOR**

**REPORTING RELATIONSHIP:** This position is under the supervision of the GCASA Project Director.

**SUMMARY OF DUTIES:** The Recovery Center Coordinator will be responsible for the start-up, launch, and activities coordination for the Recovery Center. Duties include:

- Overseeing daily implementation of the grant and ensuring adherence to the project timeline.
- Establishing processes and protocols for and overseeing implementation of the Center:
  - Purchasing supplies and equipment.
  - Developing/identifying policies and procedures for the Center.
  - Collaborating with partners and establishing plans for partner agencies to visit the Center at scheduled times to provide onsite support to Center participants.
  - Establishing processes for referral follow up and tracking.
  - Selecting, contracting with, and overseeing a marketing consultant's efforts to create a plan to promote the Center in collaboration with the Director of Communications
  - Promoting the Center.
  - Launching the Center.
  - Planning and scheduling Center activities.
  - Recruiting for, establishing, and coordinating volunteer committees to include a Center Advisory Board, Communications and Media Committee, Activities and Scheduling Committee, and Fundraising and Sustainability Committee.
  - Planning and fundraising for sustainability.
- Tracking spending in collaboration with the Finance Department and supervisor.
- Monitoring grant progress, supporting data collection and ongoing evaluation, and writing and submitting timely funder reports.

**QUALIFICATIONS:** A Bachelor's degree is required as well as demonstrated leadership or project coordination experience, excellent writing and speaking skills, and outstanding collaborative skills. Addiction knowledge and professional experience are required. CRPA or CARC (provisional or permanent) credential required and preferred at application but may be obtained within 6 months of hire. Individuals with CASAC or other Qualified Health Professional (QHP) status encouraged to apply.

**SKILLS AND KNOWLEDGE REQUIRED:** The selected individual must demonstrate strong skills in the following areas: verbal and written communication, collaboration, ability to work independently, organization and project management, and leadership. Knowledge of community resources and agencies and of the disease of addiction and the recovery process are required.

**AMOUNT OF TRAVEL AND OTHER SPECIAL CONDITIONS OR REQUIREMENTS:** Local travel within the immediate tri-county region will be required. Travel outside of the tri-county region may be required periodically. Valid NYS driver's license and method of transportation required. Must be active addiction free, including tobacco. Pre-employment background check/post offer drug screening required. Hours per day or week: Full-time (1.0 FTE) based on a 35-hour week. **THIS POSITION IS GRANT FUNDED.**

**LOCATION:** GCASA Recovery Center

**FOR MORE INFORMATION OR TO APPLY:**

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: [kcorcoran@gcasa.org](mailto:kcorcoran@gcasa.org)

**POSTED:**

3/21/19