



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

JOB VACANCY

RECOVERY CENTER COORDINATOR

RESPONSIBILITIES:

Full time, grant funded position. With supervisor support, the successful candidate 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—including but not limited to supervising scheduled activities as needed. Establishing processes and protocols for and overseeing implementation of the Center: Purchasing supplies and equipment. Developing/identifying and revising and updating as needed 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. Promoting 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. Establishing and operating a program for recruiting, training, and managing volunteers, including but not limited to supervising volunteers. Marketing and promoting the center to the community regularly, including but not limited to maintaining an effective social media presence. 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. Serving as Team liaison and provides supervision to The Recovery Station Staff. Scheduling and managing timecards for all supervisees. Maintaining professional boundaries and setting a positive example of behaviors for participants and staff. Ensuring coverage for the center for all open hours and all activities and participating in providing coverage. Transporting clients and operating the recovery center shuttle as needed for recovery center activities.

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. 1+ years of supervisory/managerial leadership experience. Ability to effectively communicate and collaborate with representatives from public and community agencies. Strong interpersonal skills with youth, families, staff, and stakeholders. Exemplary written and verbal communication skills. **A writing sample of at least 1 page in length must be submitted with application.** Exceptional organizational skills and ability to balance competing demands on time and resources. Ability to form, lead, and participate effectively on teams. Able to creatively problem-solve.

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 actively addiction free, including tobacco. Pre-employment background check/post offer drug screening required.

QUALIFICATIONS:

An Associate's degree or higher is preferred. Demonstrated leadership or project coordination experience, excellent writing and speaking skills, and outstanding collaborative skills required. Knowledge and professional experience with addiction and recovery 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.

VACANCY AT: GCASA's Recovery Station located at 5256 Clinton Street Road, Batavia

Send resume to:

Human Resources

GCASA

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@gcasa.org

POSTED:

6/03/2022

DEADLINE:

ASAP

Genesee/Orleans Council on Alcoholism and Substance Abuse does not discriminate on the basis of race, color, national origin, creed, sexual orientation, age, handicap, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.