



## **Recovery Management Check-Up Project Coordinator**

### **Essential Job Functions:**

#### *Operations Management*

- Mobilize resources within, and outside of, the recovery community to increase the prevalence and quality of long-term recovery support from substance abuse and addiction.
- Ensure that all project services meet or exceed the expectations of the agency and those receiving them.
- Enhance, expand, and delivery of, Recovery Management Check-Up services as well as promotion of, and education about recovery.
- Oversee project staff and interns.

#### *Program Implementation and Management*

- Implement the RMC project according to set goals and objectives.
- Ensure that the project and services offered through the grant are delivered in congruence with its mission
- Ensure compliance with all grant requirements including but not limited to reporting and budget.

#### *Community Relations/Advocacy*

- Communicate with key stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization.
- Establish good working relationships and collaborative arrangements with community groups, funders, decision-makers, and other organizations to help achieve the goals of the organization and project.



## *Qualifications and Prior Experience*

**1. Bachelor's Degree, Master's preferred, in psychology, counseling, social science, education, health sciences, or other appropriate area.**

**2. Certification as a CPS, CPRS, LSW, CADDC, or LCADC or working toward.**

### **Physical Demands:**

The physical demands of this job are typical of any office job. There will be long periods of time sitting, a lot of phone use, computers, and meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may need to occasionally lift and/or move up to 10 pounds.

### ***AAP/EEO:***

The company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer leaves of absence, compensation, and training.

The company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.



Improper interference with the ability of the company's employees to performing their job duties may result in discipline up to and including discharge.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Job Type: Full-time

Salary: From \$55,000.00 per year

Benefits:

- Dental Insurance
- Flexible spending account
- Health Insurance
- Paid time off
- Retirement plan
- Vision Insurance

Schedule:

- Monday to Friday

Ability to commute/relocate:



- Rockaway, NJ 07866: Reliably commute or planning to relocate before starting work (Required)

Job Type: Full-time

Pay: From \$55,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Rockaway, NJ 07866: Reliably commute or planning to relocate before starting work (Required)

Education:

- Bachelor's (Required)

Work Location: One location



To Apply, Go To: Recovery Management Check-Up Project Coordinator -  
Rockaway, NJ 07866 - Indeed.com