



Job Title:	Project Coordinator- RCO Development		
Location:	Atlanta Metro Area	Travel Required:	Yes
Level/Salary Range:	Dependent on Experience	Position Type:	Full-Time (40 hours/week)
Will Train Applicant(s):	Current processes & Systems	Posting Expires:	

Interested persons, please send resume and job description to:

Fax or E-mail:

678-701-1727

Joyce@gasubstanceabuse.org

Mail:

Joyce Jordan, Administrative Operations Manager
 Georgia Council on Substance Abuse
 100 Edgewood Ave., Suite 1005
 Atlanta, GA 30303

Georgia Council on Substance Abuse (GCSA) is a non-profit organization with the mission to increase the impact of substance use recovery in Georgia's communities through education, advocacy and training. We educate, advocate and create safe and empowering spaces that support the dignity and value of what's right and what's working with individuals, communities and systems. GCSA offers a highly attractive compensation package that includes competitive wages, paid holidays, and vacation time.

Job Purpose:

Facilitate the development of local leadership, assisting in the identification of resources in support of local recovery-oriented systems of care, increasing awareness of the recovery movement, and providing peer recovery support services in partnership with Georgia Mental Health Consumer Network. Responsible for the ongoing development of the Georgia Recovery Community Organization (RCO) statewide network and for helping to continue to grow the RCO movement across the State. A valid driver's license, vehicle insurance, and reliable vehicle are required.

Duties:

- Develop relationships with individuals who have been engaged in the planning and execution of behavioral health recovery symposiums and listening sessions across Georgia.
- Identify key stakeholders and leaders for recovery in 4-6 communities across Georgia to provide leadership for additional 3-5 recovery symposiums before June 30, 2018.
- Facilitate planning and decision making by local teams preparing for recovery symposiums in Georgia.
- Keep track of lessons learned and share those lessons with team member.
- Provide recovery messaging and other training as required in these local communities.
- Provide technical assistance to local Recovery Community Organizations wishing to prepare for membership in the national Association of Recovery Community Organizations (ARCO).
- Provide technical assistance to local RCOs that want to become certified by the Council on Accreditation on Peer Recovery Support Services (CAPRSS).
- Consistently acknowledge and appreciate various team members' contributions.
- Effectively partner with team members to their fullest potential.
- Motivate team to work together in the most efficient manner.
- 25-50% travel required.

Qualifications

- Experience with developing productive collaborative partnerships.
- Proficiency in working with organizations or communities toward agreed-upon goals.
- Experience with the addiction recovery process and principles of a recovery-oriented system of care.
- Experience working with or with behavioral health systems.
- Capacity to provide coaching to stakeholders about how to conduct a strengths-base community asset assessment.
- Proven relationship building skills.
- Ability to facilitate, coordinate, and develop teams.
- Ability to work with diverse ideas and approaches to situations
- Demonstrated follow-through and dependability.
- Familiarity with recovery community services, and resources.
- Understanding of and ability to maintain appropriate boundaries.
- Cultural competency skills and experience with culturally diverse populations.
- Strong customer service ethic.
- Demonstrated excellence in written and oral communication skills, including public speaking.
- Intermediate computer skills with Microsoft Office Suite.

Preferred Qualifications

- Active Certified Addiction Recovery Empowerment Specialist (CARES) certification.
- CPS-AD certification indicating passing grade on CARES Exam preferred.
- Ability to develop and manage a database.
- Experience in organizing grassroots activities and events.
- Experience operating, managing or working in an ARCO-affiliated and/or CAPRSS-accredited RCO.

Education

- Bachelor's degree or equivalent experience required.