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POSITION ANNOUNCEMENT
PROGRAM COORDINATOR
FULL TIME- Grant Funded Position

DUTIES: Fayette County Drug and Alcohol Commission, Inc. is seeking a full-time grant funded drug and alcohol Program Coordinator, who will work primarily with individuals referred through the PA-LETI Program. The PA-LETI allows Pennsylvanians seeking treatment for addiction to use their local law enforcement, including sheriffs, police officers, probation officers, and parole officers, as a resource to contact participating treatment providers without a threat of arrest. Other first responders such as fire departments and EMS can also make referrals. The Program Coordinator will serve as a liaison between individuals seeking treatment services and various law enforcement agencies courts, and treatment providers.

The Program Coordinator is responsible for providing screening, assessment, and case coordination for those in need of services and determines the most appropriate level of care and placement options. Assessments may occur in settings such as the Fayette County Prison, Magistrates and local Probation Offices, and other law enforcement offices. The Program Coordinator is responsible for all aspects of drug and alcohol case management record keeping as required by the agency, DDAP, as well as third party payers. The Program Coordinator will be responsible for attending meetings such as the Reentry Coalition and monthly meetings with officers from the Pennsylvania Board of Probation and Parole. The Program Coordinator will be responsible for creating and executing media campaigns related to the program. This position will require traditional day light hours 8:00am-5:00pm and at least one evening a week.

REQUIREMENTS: Bachelors or Master's degree with a major in a behavioral health or related field and at least 1 year of clinical experience. Strong interpersonal skills and strengths in the areas of organization and documentation are required, including familiarity of Excel spreadsheets. Applicants must be able to work and think independently with minimal supervision with a wide variety of clientele. Must have a valid driver's license, insurance, and reliable transportation. Required to obtain the Allied Addiction Practitioner Certification through the Pennsylvania Certification Board, when the individual is eligible based

on training and experience. Applicants will be required to show proof of having obtained all recommended doses of an FDA approved COVID-19 vaccine or a COVID-19 vaccine granted Emergency Use Authorization by the FDA.

If interested, please submit a letter of interest and current resume to vbarnhart@fcdac.org by April 22, 2022. EOE.

Mission

Enhancing our community's quality of life by promoting addiction free living.