

**Horizon House is an Equal Opportunity Employer (M/F/Veteran/Disability/Sexual Orientation/Gender Identity).**

## **Director, PEACE**

**Req Code:** 2019:2193-008

**County:** Philadelphia County, PA

**FT/PT:** Full Time

**Location:** 2193-PEACE: 520 N. Delaware Ave.

**Schedule:** M-F 9:00am - 5:00pm

### **Job Description/Essential Functions:**

This position is responsible for the daily operations of the PEACE program in compliance with all state and local regulations and Agency policies and procedures and provides clinical support. The incumbent will manage marketing and outreach efforts, outreach training and media engagements and assist with grant writing. Please note that the job responsibilities included below is not comprehensive.

### **Job Responsibilities include:**

- Oversee day to day operations of the program and supervise all staff.
- Assist with initial evaluation and admission of prospective clients into the program; provide assistance in the completion of intake and placement forms.
- Conduct and/or facilitate group counseling sessions regarding addiction treatment and related issues; provide individual counseling sessions as required. Assess and document clients' behaviors in relation to progress, growth and overall involvement in the program.
- Direct the development, review, and submission of all program reports, billings, and necessary documentation and assure their completion on a timely basis.
- Coordinate, monitor and assure regulatory compliance for program service delivery.
- Develop and maintain a close liaison with the Philadelphia OMH, City/State Management Team, local community, area service providers and agencies to facilitate outreach, program cooperation, and provide for constructive input on current plans.
- Perform telephone screenings, schedule intake assessments, assign participants to Mental Health Professionals, oversee the distribution and composition of staff assignments; initiate re-distribution and changes as

necessary.

- Assist in administering the PEACE program budget including line items to purchase furniture, equipment, communications devices (e.g. telephones, cellular phones, pagers) and supplies and to cover travel and transportation (i.e., public transit costs and/or mileage reimbursement for use of personal staff vehicles).
- Maintain PEACE headquarters with suitable furniture, office equipment, and telephone lines. Maintain an accurate record of all clinical treatment performed by staff to generate accurate rates of service delivery. Maintains a record of all expenses and revenue.

**Job Qualifications:**

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- Master's or Doctoral degree in Social Work, Psychiatric Rehabilitation, Psychology, or other related fields from an accredited college or university, plus 2 years of clinical and supervisory experience. Previous supervisory or program management experience and PA License (i.e., LCSW) or certification.
- Previous research assistant or coordinator experience preferred.
- Strong interpersonal skills capable of achieving desired results with staff, participants, vendors, other agency personnel and the general community.
- Strong clinical skills and experience providing treatment and establishing supportive trusting relationships with persons with psychotic illnesses while respecting the participants' rights and personal preferences in treatment.
- Must possess the ability to work independently, prioritize and manage multiple tasks and deadlines.
- Must possess a valid driver's license with an acceptable driving record and be available for local travel.
- Excellent communication skills, detail orientated and highly organized.
- Ability to work independently and as part of a focused team.

**Scope:**

- Frequent talking and listening.
  - Requires the ability to lift, carry, fold, kneel, reach, stack, stoop and bend which may include direct intervention with program participants.
  - Possess manual dexterity and fine motor skills.
  - May require crisis intervention in emergency situations
  - Required to carry a mobile phone and be available to respond to emergency situations.
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