

Job Title	Program Manager - Peer Advocate Training Program
PVN ID	BX-1801-002292
Category	Managerial and Professional
Location	BRONX C. C.
Department	Division of Workforce Development and Co
Status	Full Time
Hourly Rate	\$35.00-\$35.00
Hour(s) a Week	35
Closing Date	Apr 23, 2018 (Or Until Filled)

General Description

A key member of the staff of the BCC Certified Recovery Peer Advocate (CRPA) Training Program, the Program Manager is responsible for the day-to-day administration of the program, student success and employment outcomes. The Program Manager will develop and maintain strong working relationships with students from the launch of the program (recruitment, screening and enrollment) throughout the training, certification exam, and post-completion employment.

CRPAs are individuals who have been certified to provide coaching, support, information, guidance and motivation to those seeking or sustaining recovery from a substance abuse diagnosis. The program will train 20 students over a period of approximately nine weeks.

Reporting to the Project Director, the Program Manager will provide students with a comprehensive array of services, including mentoring and support, responding to concerns, engaging in collaborative problem-solving to address barriers to success, assistance with navigating the BCC college environment, access to BCC services, and serving as an advocate.

Other Duties

Primary Responsibilities

The CRPA Program Manager's duties include the following:

- Develop and execute program marketing, recruitment and student selection.
- Manage applicant screening and assessment -- including a "Vestibule".
- Provide case management services in support of student persistence and program completion.
- Provide support to students in preparation for certification examination; work with certification boards to ensure timely submission and review of applications; guide and assist students throughout the certification application/examination process.

- Identify and work with employer partners, such as Bronx clinics, hospitals and CBOs and workforce intermediaries, such as SBS and Workforce1.
- Identify job opportunities for students that complete the CRPA training and help them secure satisfactory employment.
- Help students become job-ready as needed, including job search activities, updating resumes, interviewing skills, workplace protocols, etc.
- Collection and analysis of program data, including student attendance reports, attrition rates, completion data, certification exam pass rates, employment outcomes, etc.
- Assist interested students with applications to the college; serve as a liaison with college personnel during the admissions process.
- Attend/participate in classes with students as needed.
- Provide assistance to program instructors and the Project Director as needed.
- Complete related tasks and special projects as needed.

Qualifications

Background and Qualifications

- *The Program Manager must be a Certified Recovery Peer Advocate.*
- Bachelor's degree in a related discipline with at least one year of related experience, or HS diploma/equivalency and at least 3 years' related experience.
- Experience in behavioral health, specifically in substance abuse and recovery.
- Excellent verbal/written communication skills.
- Availability for evening hours and travel between service sites as necessary.
- Computer skills, particularly word processing (MS Word) and spreadsheets (MS Excel).