

New Moms in Recovery Support Program Program Coordinator Job Description

The Program Coordinator main role is to coordinate and oversee the New Moms In Recovery Support Program at the Turning Point Center of Chittenden County (TPCC). This may include, but is not limited to, provide peer support to individuals, coordinate and facilitate peer support groups, develop and maintain relationships with community partners, as well as refer program participants to community resources, develop and produce program marketing materials, track program data, write monthly grant reports and meet all deliverable deadlines, as required by the terms of the State of Vermont/Department of Health grant, provide technical assistance to other recovery centers, in which one will successfully implement a New Moms in Recovery Program, **as well as supervise program staff.** The position is a full-time position of 40 hours/week and directly reports to the Assistant Director.

Main Responsibilities

- 50% programmatic time used to coordinate, implement, and deliver direct recovery support services to pregnant/parenting women (as groups or individuals) at the TPCCC
- Provide a minimum of 12 groups/month at the TPCCC
- Serve a minimum of 40 women/month at the TPCCC
- Provide technical assistance, on sight at TPCCC, to a minimum of three recovery centers
- Of the three recovery centers, one will implement a New Moms in Recovery Program
- Develop and disseminate New Moms in Recovery in Support program materials
- Develop referral pathways to and from partner agencies/services for program participants
- Identify additional local recovery supports and connect program participants with supports, as needed (i.e. local harm reduction, prenatal services, *ADAP Treatment Guide and Directory*, telephone recovery support services)
- Connect program participants with Recovery Coach services
- Track and report monthly on programmatic progress
- Duties as assigned

Requirements

- Working knowledge of Microsoft Office
- Knowledge and understanding of the recovery community needs specific to pregnant and parenting women and ability to develop and identify community resources

- **Staff supervision**
- Work independently and proactively make decisions
- Coordinate and manage multiple projects simultaneously
- Program curriculum development
- Organizational skills
- Project plan development

Table B- Grant Deliverables- State Representative approves each month's deliverable, unless otherwise noted.

Date Due to the State: No later than	SUBRECIPIENT DELIVERABLE
12/31/2018	Progress Report Template Data Collection Plan Template
1/15/2019	Annual Work Plan Readiness Checklist Progress Report for January (11/1/18-12/31/18)
2/15/2019	Progress Report for February (1/1/19-1/31/19) New Mom's Program dissemination and technical assistance Plan
3/15/2019	Progress Report for March (2/1/19- 2/28/19) 1 st Center Readiness Checklist with Recommendation
4/15/2019	Progress Report for April (3/1/19-3/31/19) 1 st Region MOU between Subrecipient and Recovery Center 1 st Region Technical Assistance Work Plan
5/15/2019	Progress Report for May (4/1/19-4/30/19)
6/15/2019	Progress Report for June (5/1/19-5/31/19)
7/15/2019	Progress Report for July (6/1/19-6/30/19)
8/15/2019	Progress Report for August (7/1/19-7/31/19)
10/15/2019	Final Progress Report (10/1/2018-10/30/2019)
Within 45 days of Subrecipient's fiscal year end	Subrecipient Annual Financial Report Verification and Approval: Agency of Human Services, Internal Auditing Group (AHS/IAG)
9 months after the end of Subrecipient's fiscal year	If applicable, audited annual financial report Verification and Approval: State and AHS/IAG