



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Peer Recovery Coach– Be Da Bin Behavioral Health - (1 - FT) – Repost

Pay Grade: NE7 **Status:** Non-Exempt/Bi-weekly pay **Background Check:** Extensive
Hiring Range - \$16.22 - \$19.17- **Commensurate with Verified Qualifications**

Indian Preference applies in accordance with Ordinance #15-600-02

Summary: The Peer Recovery Coach, is under the Behavioral health supervisor/Director, will serve as a role model, support person, advocate, and mentor for others in recovery. Peer Recovery Coaches are in recovery themselves and demonstrate the ability to share personal experiences in a way that helps to develop authentic relationships; they have a unique understanding of and a respect for each individual's unique path of recovery.

Employment Qualifications: Minimum Necessary Qualifications -

A qualified candidate offers:

- A High school graduate or equivalent; and
- A minimum of two (2) years clean & sober with knowledge of SUD and the multiple pathways for recovery; and
- Current Recovery Coach certification as a Certified Peer Recovery Coach through the Michigan Peer Recovery Coach Certification or a Certified Peer Recovery Mentor through MCBAP (Michigan Certification Board for Addiction Professionals) is required or agreement to complete certification within one year; and
- Knowledge of the Native culture and able to understand, gain knowledge. And appreciate the difference of Native American culture and customs or willing to learn; and
- Must be able to work in strict confidentiality and adhere to all HIPPA requirements ;and.
- Must present with a professional demeanor and appearance; and
- Superior performance in the selection process as determined at the discretion of the LRBOI Hiring Team, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy.

Duties and Responsibilities:

1. Provide a model for both clients and staff by demonstrating that recovery is possible and relates his/her own recovery process in a positive and supportive manner.
2. Collaborates with the Behavioral Health staff in order to develop and implement case management/wrap around services in order to support the clients in recovery.
3. Observe all rules of confidentiality, 42CFR Part 2 regulations, and HIPPA.
4. Communicates with Behavioral Health and/or Primary Care Physician patient's progress toward recovery plan goals
5. Attends agency staff meetings and participate in trainings, development, and consultation with supervisor.
6. Develops and maintains a working relationships with service providers and assist to match client's needs to the services available and best suited for their needs.
7. Develop with staff a recovery support network which may include meetings, community visits or home visits, transportation, and events.
8. Maintains a "caseload" of clients and documents all client contacts.

9. Will recognize boundaries and limitations of own professional competencies and shall not offer services or use techniques outside of their trained competencies.
10. Provides crisis intervention as needed within scope of recovery practice. Makes referrals as appropriate and notifies supervisor of crisis situations.
11. Plans and facilitates educational and recreational activities for patient's and the community.
12. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and researching governmental rulings. Maintain required education credits to maintain required certifications.
13. May be required to assist with other case management-like functions as assigned.
14. Generates monthly narrative and statistical reports, submitting to supervisor in a timely fashion.
15. All other position related duties as assigned by supervisor.

Other Skills and Abilities:

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong presentation skills, strong project management skills, strong reasoning and judgment skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, the ability to work independently and manage multiple tasks, and a commitment to confidentiality.

Supervisory Responsibilities:

None.

Physical Demands:

Sitting for long periods of time with occasional standing, walking, or reaching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal, or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

Working Environment:

Work is performed in both an office as well as in the community. The employee's work schedule may frequently need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight travel may be necessary to attend meetings or trainings.

Application Instructions:

Obtain an application form on the Tribe's website www.lrboi-nsn.gov under - "Employment" heading and to request a copy of the position description by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Email: apply@lrboi-nsn.gov . ATTN: HR

To apply: please submit completed application, and a copy of Tribal ID front/back (if applicable); to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Fax: (231) 331-1233; Email: apply@lrboi-nsn.gov .

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance

policy, and successfully completing a ninety (90) day introductory period. Automobile travel is required for this position, may require proof of personal automobile insurance.

For further information, please contact the LRBOI HR Department.

Posted: 09/03/2024

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