



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Peer Recovery Coach– Family Services - (FT - Grant funded Position)

Summary: Provides peer recovery support services to patients involved in substance abuse treatment services. Uses strengths-based approaches to assist patients in achieving sustained recovery from their substance use disorder by building relationships and community support networks. Promotes hope, respect, self-direction, and empowerment by providing peer support, personal assistance, education on community resources, and other supportive services to aid in clients' recovery from addiction disorders. Works directly with clients of the Be Da Bin Behavioral Health Department Staff. This is a Grant Funded (Annual).

Employment Qualifications: A qualified candidate offers:

- A High school graduate or equivalent; and
- Recovery Coach certification required or agreement to complete certification within one year; and
- Must be successful in own recovery for a minimum of two years and prepared to share experience and knowledge with others.
- Possession of a valid Driver's License with the ability to be insured under the company's insurance policy.
- Proficiency with Office 365 and standard Microsoft Office applications.
- Demonstrated employment success in limited supervision or self-directed environments.
- This is an Entry-Level position. The following qualifications are preferred, but can be developed post-hire:
 - Experience and/or training in mentoring or coaching individuals on life skills.
 - Experience and/or training in project plan creation and management.
 - Knowledge of appropriate community recovery and assistance resources.
 - Communication skills to external reporting standards.

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

Pay Grade: NE7 (Min - \$13.11, Mid - \$16.41, Max - \$19.15)

Hiring Salary: Commensurate with Verified Qualifications

Status: Non-Exempt/Bi-weekly pay

Application Instructions:

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

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov .

To apply: please submit completed application, cover letter, resume, degree transcripts, relevant certifications/licensures and a copy of driver license; by 5 PM, November 12, 2020 to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: aliciaknapp@lrboi-nsn.gov .

Incomplete Submissions will not be considered.

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 – 10-28-2020

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