

KEWEENAW BAY INDIAN COMMUNITY

2019 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
GARY F. LOONSFOOT, JR., Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
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ROBERT "R.D." CURTIS, JR.
DALE F. GOODREAU
RANDALL R. HAATAJA
KIM KLOPSTEIN
MICHAEL F. LAFERNIER, SR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

PEER RECOVERY MENTOR 1, 2, 3 OSHKI MAAJI (NEW BEGINNING)

Four (4) Part-Time, up to 37 hours/week, Non-Exempt

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Copy of current, valid Michigan Drivers license
- Copy of CPRM (*Certified Peer Recovery Mentor*) certification (**Grade 5 only**)
- Copy of CADC (*Certified Alcohol and Drug Counselor*) and or ADC (*Alcohol and Drug Counselor I*) certification. (**Grade 6 only**)
- Copy of High School Diploma or GED
- Must provide a satisfactory Child Abuse/ Neglect Central Registry clearance from the Michigan Department of Health and Humans Services (DHHS).
- If you are a KBIC member working towards obtaining your GED, you must provide verification
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS
"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION: **PEER RECOVERY MENTOR 1, 2, 3**
Part-Time, up to 37 hours/week

LOCATION: Oshki Maaji (New Beginning)
L'Anse, Michigan

SUPERVISORY CONTROL: Substance Abuse Programs Director

SALARY:

- ❖ Peer Recovery Mentor 1 (**PRM1**) Grade 4 (minimum starting wage = \$11.47/hr.)
- ❖ Peer Recovery Mentor 2 (**PRM2**) Grade 5 with CPRM certification (minimum starting wage = \$12.43/hr.)
- ❖ Peer Recovery Mentor 3 (**PRM3**) Grade 6 with CADC or ADC certification (minimum starting wage = \$13.40/hr.)

QUALIFICATIONS:

- 1) Must have High School Diploma, GED, or Certificate of Completion.
 - a) This qualification may be waived for individuals 55 years of age or older who meet the remainder of the qualifications listed below. (**Grade 3 and Grade 4 only**)
 - b) This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director). (**Grade 3 and Grade 4 only**)

Grade 4 (PMR1):

- Entry level without certifications but willing to obtain within 1- 2 years of employment.

Grade 5 (PMR2):

- **CPRM** (Certified Peer Recovery Mentor) Certification.

Grade 6 (PMR3):

- **CADC** (Certified Alcohol and Drug Counselor) or **ADC I** (Alcohol and Drug Counselor I) certification.

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- Must be at least 18 years of age.
- If recovering from substance abuse, twelve (12) months of sobriety required.
- Must be willing to further education in the substance abuse field.
- Must be pursuing or willing to pursue certification through UMICAD (Upper Midwest Indian Council on Addictive Disorders) ADC (Alcohol and Drug Counselor) or MCBAP (Michigan Certification Board of Addiction Professionals) CADC (Certified Alcohol and Drug Counselor) CPRM (Certified Peer Recovery Mentor).
- The ability to relate to American Indians and non-Indians alike is essential as well as basic knowledge of the 12-Step program.
- Must have the ability to lead and supervise clients.
- Must possess a valid unrestricted Michigan driver's license, and good driving record, and be able to be insured to operate fleet vehicles.
- Must be able to document legibly.
- Employment contingent upon the satisfactory result of a security background check, pre-employment physical and pre-employment drug testing.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans who do not have a bad conduct or dishonorable discharges (need DD214).

SCHEDULE: 8:00 am to 4:00 pm {weekends}
 4:00 pm to 12:00 midnight (M-F; weekends}
 12:00 midnight to 8:00 am {M-F; weekends}

DUTIES AND RESPONSIBILITIES:

1. Serve as a peer recovery mentor for specified number of clients as requested by supervisor.
2. Meets with clients to provide advocacy and support and serve as a role model.
3. Lead skill development and recreational groups as assigned.
4. Develop, implement and document treatment needs assessments, treatment plan, and progress reviews as part of continuous quality improvement activities.

5. Work with clients to assist with activities of daily living and foster a sense of safety in the community which includes personal hygiene and self-care skills, money management and budgeting, symptom management, relapse prevention, transporting, problem solving and conflict resolution, and other interventions as necessary.
6. Attend teams and case conferences, and collaborate with other providers for designated clients. Provide outreach as designated to informal supports of client.
7. Provides advice and guidance in where and when to find services and programs that are helpful; advocates with those services and programs on behalf of the client as needed.
8. Assists clients by providing side-by-side coaching with everyday living activities such as finding housing, work, cleaning, shopping, money management, hygiene, etc.
9. Assists clients to improve communication skills, problem solving abilities and making appropriate life choices; facilitates conflict resolution where appropriate.
10. Provides leadership to a group of clients working to help each other and developing self-help skills.
11. Ensure healthful menu planning, food shopping, and meal preparation through coordination and assistance.
12. Monitor clients' medication, refills, documentation of medications and changes, assist with attending appointments, and safe storage.
13. Assists clients with medication compliance and drug screenings as needed.
14. Working with clients to maintain the residence on a daily basis including chores, grocery shopping/carrying groceries into the kitchen, bedroom upkeep, laundry to include carrying to and from washer/dryer, yard work, and other moderate housekeeping duties.
15. Intervene in crisis situations, making immediate assessments and referrals in emergency situations.
16. Identifies escalation of problems that could result in crises and refers to social worker or other professionals for action.
17. Coordinates clients' needs for services with others in the center; attends case review meetings; provides information and facilitates provision of care/services.
18. Attends and actively participates in all team and staff meetings and supervision/consultation.
19. Ensures effective, professional communications within and outside of the center's setting and effectively resolves routine problems relating to client services.
20. Creates and maintains effective interpersonal/working relationships with other employees and clients to support coordination and provision of services.
21. Listens to clients' complaints and concerns and works to resolve them; refers clients to appropriate manager if unable to resolve issues to the client's satisfaction.
22. Ensures client confidentiality; demonstrates complete discretion when discussing client information.
23. Prepare daily log entries, incident reports and other required paperwork to ensure the program meets the standards.

25. Maintain Competencies in Human Rights, dual diagnosis, infection control, CPR, First Aid, MAP, agency and divisional policy and procedures as well as other required competencies.
26. Develops and maintains peer counselor skills through seminars, workshops, or other forms of training/education.
27. May include transporting clients in personal car or program vehicle, physical assistance, close supervision, and other such duties.
28. Attend staff meetings and to provide important/ relevant client information.
29. Ensures client confidentiality in accordance with 42CFR Part 2; demonstrates complete discretion when discussing client information.
30. Prepare daily log entries, incident reports and other required paperwork to ensure the program meets the standards.
31. Must be available to travel to job related training/workshops.
32. Creates and maintains effective interpersonal/working relationships with outside agencies, other employees, and clients to support coordination and provision of services.
33. Provide on-call, weekend, and holiday coverage on a rotating basis with other staff.
34. Other related duties as assigned in order to provide quality rehabilitation services.
35. Be knowledgeable of, and abide by the Federal Rules of Confidentiality (42CFR part 2) and KBICSAP Paraprofessional Code of Ethics, and HIPPA.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Distribution Date: July 8, 2019

Closing Date: Open until filled

CEO APPROVAL: _____



Date: _____

7/8/19