

KEWEENAW BAY INDIAN COMMUNITY

2025 TRIBAL COUNCIL

ROBERT "R.D." CURTIS, JR., President
EVERETT EKDAHL, JR., Vice President
SAM LOONSFOOT, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

DOREEN G. BLAKER
SUE ELLEN "SUZIE" ELMBLAD
DALE F. GOODREAU
JEREMY T. HEBERT
RODNEY LOONSFOOT
TONY LOONSFOOT
TONI J. MINTON

HEALING TO WELLNESS PROGRAM PEER RECOVERY MENTOR

One (1) full-time grant-funded position at 40 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 High School Diploma, GED, or Certificate of Completion
- ☐ Minimum of three (3) professional Letters of Recommendation
- ☐ Copy of Peer Recovery Training (CCAR and/or CPRM), if applicable
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services
- ☐ 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
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

HEALING TO WELLNESS PROGRAM PEER RECOVERY MENTOR
One (1) Full-time grant funded, Non-exempt position

LOCATION:

Keweenaw Bay Tribal Court
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Chief Judge

SALARY:

Grade 4 w/o certification (minimum starting wage = \$16.47/hr.)
Grade 5 w/certification (minimum starting wage = \$17.43/hr.)

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must have a High School Diploma, GED, or Certificate of Completion.
- Must have at least six (6) months of prior experience in criminal justice, human services, or administrative position.
- If applicant is in recovery, must have at least one (1) year of continuous sobriety and currently practicing total abstinence.
- Must be knowledgeable of addiction and alcoholism or willing to be trained. Must be willing to further education in the substance abuse field.
- Must possess Peer Recovery training and/or certification through: MDHHS, CCAR, and/or CPRM (Certified Peer Recovery Mentor) or must obtain within two years of hire.
- Must possess strong communication (written and verbal), interpersonal, and problem-solving skills.
- Must work well with others.
- Has not been convicted of an offense in any jurisdiction within the past year.
- Must be organized and timely to ensure client reporting.
- Must have the ability to lead and supervise participants.
- Must have the ability to relate to American Indians and non-Indians alike is essential as well as basic knowledge of the 12-Step program and/or other recovery pathways.
- 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 demonstrate computer skills and proficiency in Microsoft Office, particularly Microsoft Word and Excel, is required. Knowledge of software and the creation of video media preferred.
- Knowledge of Anishinaabe tradition and culture is preferred.

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- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigation Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

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

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

DUTIES AND RESPONSIBILITIES:

1. Serve as a peer recovery mentor for the Healing to Wellness Program (HTWP) components and activities of the program, and for a specified number of participants as requested by the HTWP Coordinator and Chief Judge and/or HTWP Judge.
2. The schedule would be flexible from business hours and after-hours for transporting clients to AA/NA/Wellbriety meetings, community events, ancillary needs etc.
3. Meets with participants to provide advocacy and support and serve as a role model.
4. Assist and support the HTWP Coordinator and/or HTWP Judge with paperwork, assessment, treatment planning, and graduation planning of the participant served. Includes documenting progress, or lack of progress.
5. Be knowledgeable of, and abide by the Federal Rules of Confidentiality (42CFR part 2) and KBICSAP Paraprofessional Code of Ethics, and HIPPA.
6. Support coordination with the HTWP Team in scheduling, preparing the agenda, and preparing information and activities for the weekly team meeting and court sessions.
7. Work with participants 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 assist in maintaining a balanced lifestyle.
8. Attend team and case conferences and collaborate with other providers with the HTWP team.
9. 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 participants as needed.
10. Provides leadership to a group of participants working to help each other and develop self-help skills.
11. Intervene in crisis situations, making immediate assessments and referrals in emergency situations and relaying information to the HTWP Coordinator.
12. Coordinate participants' needs for services with others in the program; attend case review/team meetings; provide information and facilitate the provision of care/services.
13. Demonstrates professionalism in all aspects of their job while ensuring effective communication.
14. Creates and maintains effective interpersonal/working relationships with other employees and participants to support coordination and provision of services.
15. Listens to participants' complaints and concerns and works to resolve them; refers participants to the appropriate service provider if unable to resolve issues to the participants' satisfaction.

16. Prepare daily log entries, incident reports and other required paperwork to ensure the program meets the standards.
17. Maintain Competencies in infection control, CPR, First Aid, and blood-borne pathogens.
18. Develop and maintain peer counselor skills through seminars, workshops, or other forms of training/education. Provide peer support and assistance to participants when needed.
19. Must be available to travel to job-related training/workshops.
20. Provide on-call, weekend, and holiday support and/or availability.
21. Any other related duties that promote wellness of the participant served, strengthens the mission of the HTWP, and promotes goodwill in the community.
22. All other duties as assigned by the supervisor.

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 difficulty.

Distribution Date: April 24, 2025

Closing Date: May 9, 2025 at 4:00 pm or until filled

TERO Approval: 
Reviewed for barriers only!
Date: <u>4/24/2025</u>