

KEWEENAW BAY INDIAN COMMUNITY

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

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

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

PEER RECOVERY MENTOR HEALING TO WELLNESS PROGRAM

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 direct descent
- 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. 4175 & 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.)

POSITION SUMMARY:

The Peer Recovery Mentor (Mentor) provides guidance, support, and advocacy for participants in the Healing to Wellness Program who are on their path to recovery from substance use disorders. This position emphasizes a holistic, culturally grounded approach that integrates traditional Anishinaabe healing practices with evidence-based recovery models. The Mentor draws upon lived experience, peer support principals, and cultural understanding to empower participants to achieve wellness in mind, body, spirit, and community.

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must have a High School Diploma, GED, or Certificate of Completion.
- Must possess Peer Recovery training and certification through: MDHHS, CCAR, and/or CPRM (Certified Peer Recovery Mentor) or must obtain within two years of hire.
- Must be knowledgeable of addiction and alcoholism or willing to further education in the substance abuse field by attending training.
- Must have at least one (1) year of continuous sobriety and currently practicing total abstinence, if applicant is in recovery.
- Must have the essential ability to relate to Native Americans and non-Natives alike.
- Must have basic knowledge of the 12-Step Program and/or other recovery pathways.
- Must have knowledge of Anishinaabe culture.
- Active participation in Anishinaabe culture and tradition is preferred.
- Must possess strong communication (written and verbal), interpersonal, critical-thinking and problem-solving skills.
- Must be able to work cooperatively with others.
- Must be organized and timely.

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- Must have the ability to lead and guide Participants.
- Must be able to demonstrate computer skills and proficiency in Microsoft Office™, in particular, word processing (i.e. Microsoft Word) and spread sheets (i.e. Excel), is required.
- General knowledge of the functionality of video software and the creation of video media preferred.
- Must possess a valid unrestricted Michigan driver's license, and good driving record, and be able to be insured to operate fleet vehicles.
- Has not been convicted of an offense in any jurisdiction within the past year.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical (we test for THC for this position).

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 the Peer Recovery Mentor for the Healing to Wellness Program (HTWP) and as a role model HTW Participants to inspire hope, demonstrate resilience, and model healthy coping strategies.
2. Assist Participants with understanding and complying with the HTW Program components, policies, and requirements.
3. Assist Participants to provide advocacy and support in achieving their needs, personal pursuits, and self-directed goals in a trauma-informed manner.
4. Work with Participants to cultivate consistency with activities of daily living, which includes, but is not limited to, personal hygiene and self-care skills, money management and budgeting, symptom management, relapse prevention, transporting, problem-solving and conflict resolution, maintaining a balanced lifestyle, and developing self-help skills.
5. Provide advice and guidance to Participants on where and when to find services and programs that are helpful; and shall collaborate with the services and programs to meet the needs and goals of the HTW Participants.
6. Provide leadership to Participants by modeling how to work together to support and help each other in maintaining recovery of a healthy lifestyle, in both and individual and group setting.
7. Attend HTWP Team meetings and Participant case review conferences.
8. Listen to Participants' concerns and works with the Participant to resolve them; assess the Participants' need for a referral to specific program and service providers; and, assist Participants in coordinating services with others programs.
9. Acknowledge and intervene immediately in crises of Participants, and make an immediate assessment of need and referral(s) to appropriate services and agencies; and immediately report to the HTWP Coordinator.
10. Be knowledgeable of, and abide by the Federal Rules of Confidentiality (42 CFR Part 2), KBICSAP Paraprofessional Code of Ethics, KBIC Tribal Court Confidentiality Agreement, and HIPPA.

11. Develop, maintain, and grow peer mentor skills through training, conferences, seminars, workshops, or other forms of education.
12. Develop, maintain, and grow an understanding of the Seven Grandfather Teachings.
13. Assist and support the HTWP Coordinator and/or Tribal Court Judges with paperwork, assessment, planning, treatment goals, and other HTWP activities.
14. Demonstrate professionalism in all aspects of their job and effective written and oral communication.
15. Document daily activities, travel, and incidents involving Participants on Court approved forms; and complete other required paperwork in a timely manner or by specific deadline as required by Healing to Wellness Coordinator and/or Supervisor.
16. Maintain competencies in infection control, CPR, First Aid, and blood-borne pathogens.
17. Mandated to report to immediate supervisor and other member of their agency immediately of any reported or suspected intent of serious and imminent harm, abuse, neglect, or exploitation of an individual served, children, or any other protected population.
18. Other related duties that promote the wellness of the Participant, strengthens the mission of the HTWP, and promote goodwill in the Community as assigned by Healing to Wellness Coordinator, Chief Judge, or Associate Judge.
19. Flexible work schedule from business hours and after-hours for transporting Participants to AA/NA/Wellbriety meetings, community events, ancillary needs, etc.
20. Provide peer support and assistance to Participants when needed; including reasonable on-call, weekend, and Holiday support and/or availability.
21. 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: March 20, 2026

Closing Date: April 6, 2026 at 4:00 pm or until filled

TERO Approval: <u>Debra J. Picciano</u> Reviewed for barriers only! Date: <u>3/20/2026</u>
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