

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Recovery House Assistant Manager

Department: Clinic

Hourly Rate: \$41,600 to \$45,700 DOQ

Full Time: 40 Hours

Exempt: Yes

Supervisor: HWC Clinic Assistant Administrator
& Recovery House Manager



Posting Date: In-House

Opens: November 4, 2022

Closes: November 14, 2022, at 4:30 pm

Posting Date: Public

Opens: November 30, 2022

Closes: December 13, 2022, at 4:30 pm

Summary: The Recovery House (RH) Assistant Manager will assist and support the RH Manager in the daily operations and activities of the recovery house, including the management of residents and staff. The RH Assistant Manager will serve as a role model, mentor, advocate, and motivator for recovering individuals to help prevent relapse and promote long-term recovery. The RH Assistant Manager will be responsible for providing supervision and guidance to the Certified Peer Support Specialists, as well as assist the RH Manager with maintaining reports and communicating with the Alcohol and Other Drug Abuse (AODA) Program Manager and all granting agencies.

Essential Duties and Responsibilities include the following:

- Maintain organized records, communicate effectively both orally and in writing, and be able to interact appropriately and professionally with people in recovery, other treatment professionals, and the overall community.
- Must be able to effectively manage emergencies/crises as they arise.
- Assist Recovery House Manager in certification processes for recovery house and recovery program, making recommendations to the AODA Program Manager, Behavioral Health Director, and Clinic Administrator on the best action.
- Assist and support the RH Manager in ensuring the 24-hour supervision schedule and teaching and monitoring compliance and completion of staff work plans.
- Assist in ensuring the safety of residents and staff via the use of safety checklists and enforcement of policies, procedures, and or residential house rules.
- Assist in the development of house policies and procedures including but not limited to emergency procedures, intake and discharge procedures, visiting procedures.
- Attend AODA community activities and local activities to promote recovery house and collaborate with other agencies for referrals.
- Assist in the logging of house repairs and documenting resident and staff complaints and recommendations and discussing the documents at weekly house meetings.
- Assist in the compliance of all residential housekeeping duties.
- Help ensure office and drug testing supplies are well stocked and reorder as necessary on a schedule.

- In collaboration with the RH Manager and AODA Program Manager help develop and implement logistics for a quarterly schedule of social events.
- Help maintain a monthly calendar of upcoming events and activities.
- In collaboration with RH Manager and AODA Program Manager help with onboarding and discharging.
- Assist in the oversight of the security protocols for house key management.
- Provide client transportation, as necessary.
- Perform random drug screens on program clients and staff.
- Help monitor client attendance in the program and maintain regular contact with them.
- Meet with residents as requested by RH Manager to assess client needs.
- Assist clients in accessing resources to meet all social and health needs.
- Make referrals as needed to appropriate agencies.
- Work cooperatively with other staff, programs, departments, and agencies to ensure quality resources for community members.
- Collaborate with RH Manager and AODA staff to facilitate social support groups and family education for clients and community members.
- Maintain confidential client records and obtain properly signed releases as required.
- Maintain all HIPAA guidelines for AODA services.
- Submit monthly reports to the RH Manager.
- Attend mandated trainings, workshops, and meetings and as requested by RH Manager.
- Assist RH Manager as needed with monitoring budget and compliance with grant budgetary requirements.
- Must be able to plan, organize and prioritize program objectives
- All other duties as assigned by RH Manager and/or Clinic Administrator.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

Associates degree in psychology, sociology, counseling, or related field.
 Experience working in a program or department in AODA, Social Services, or Prevention
 Knowledge of available AODA, health, and social resources
 Sober living or recovery house experience

Preferred:

Bachelor's degree in behavioral health preferred.
 AODA training or experience as a counselor in the AODA setting.
 Experience with medication assisted treatment preferred.
 Knowledge of Bad River Community preferred.
 Experience working in Indian Country preferred.

Other Skills and Abilities:

Required:

This is a required driver position.
 Must have a valid driver's license and meet eligibility for tribal insurance.

Abstinence from alcohol/drug use is required upon employment and while employed in this position.
Due to the requirement of abstinence, there may be random drug screening.
Ability to be inclusive to culturally sensitive treatment plans that incorporate traditional healing components
Able to work cooperatively and effectively with co-workers and tribal, local, state, and federal programs.
Able to work flexible hours including evenings, nights, weekends and holidays.
Other duties as assigned.

Background Check:

This position is contingent on the ability to pass required background check_This position requires a Caregiver Background Check regarding working with children and/or elderly and working in a clinic setting.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be physically able to perform duties in the field. Position may require sitting or standing for extended periods of time, some walking, bending, stooping and lifting to 50lbs. on occasion. Subject to inside and outside environmental conditions, must be physically able to travel, as necessary.

Working Environment: The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Subject to inside and outside conditions. Noise level is moderate.

Background Check:

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
This position requires a driver check, to meet eligibility for tribal insurance.

Language Skills:

Strong Computer skills.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to

This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov