

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Peer Specialist  
**Department:** Health & Wellness Center  
**Hourly Rate:** \$18.00-\$20.00  
**Full Time:** 40Hrs/Week  
**Exempt:** No/Hourly  
**Supervisor:** AODA Program Manager/Behavioral Health Director  
**Posting Date:** In-House  
**Opens:** August 1, 2023  
**Closes:** August 7, 2023, at 4:30 pm  
**Posting Date:** **Public**  
**Opens:** **August 23, 2023**  
**Closes:** **September 6, 2023, at 4:30 pm**

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**Summary:** The Certified Peer Specialist is a person with lived experience of mental illness and/or substance abuse, in recovery, who provides peer mentoring and peer support to others with mental illnesses and/or substance abuse. The CPS utilizes his/her training and personal recovery story to inspire and guide peers on their individual path to recovery. The goal is to promote wellness, self-direction, and enhance the skills and ability of peers to meet their chosen goals.

**Essential Duties and Responsibilities** include the following.

- Help organize, coordinate, and attend AODA community activities for prevention, rehabilitation, and education.
- Required to do client transport and attend social support meetings and community events with clients.
- Perform random drug screens on program clients
- Monitor client attendance in the program and maintain regular contact with them. Provide re-engagement support when needed.
- Identify barriers to full participation in community resources and develop strategies to overcome barriers.
- Support those in recovery in accordance with the goals of the Bad River AODA program.
- Support the goals of the treatment plan for substance abuse and/or mental health.
- Serve as a role model, mentor, advocate, and motivator to recovering individuals to prevent relapse and promote long-term recovery.
- Assist clients in accessing resources to meet all social and health needs. Make referrals to appropriate agencies as needed.
- Maintain project logs, reports, and records as directed.
- Provide recovery education to peers for every stage of the recovery journey.
- Assist those in recovery with identifying their personal goals, strengths, interests, and weaknesses regarding recovery utilizing tools such as Wellness Recovery Action Plan (WRAP).
- Facilitate the transition from a professionally directed service plan to a self-directed recovery plan. Help them transition from professionally assisted recovery initiation to personally directed, community-supported recovery maintenance.
- Promote self-advocacy by assisting recovering persons to have their voices fully heard; their needs, goals, and objectives established as the focal point of rehabilitation and clinical services.
- Work cooperatively with other staff, programs, departments, and agencies to assure quality resources for community members.
- Will facilitate social support groups and family education for clients and community members.

- Actively identify and support linkages to community resources (community of recovery, educational, vocational, social, cultural, spiritual resources, mutual self-help groups, professional services, etc.) that support the recovering person's goals.
- Develop relationships with community groups/agencies/partners.
- Will maintain confidential client records and obtain properly signed releases when necessary.
- Maintain all HIPAA guidelines for AODA services.
- Will submit monthly reports to the AODA Manager
- Attend required training, workshops, and meetings.
- Incorporate cultural activities into education and activities.
- Help with an assessment of community prevention needs such as education, support programs, and sobriety activities.
- Participate in local, regional, or state collaborative groups to establish cooperative working relationships and share resources to improve AODA services for the Bad River community.
- Work independently with minimal supervision and be accountable for hours worked.
- Cooking, cleaning, and other housekeeping duties as needed in support of the sober living project.
- All other duties as assigned by AODA Program 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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:**

**Required:**

Must show proof of certification of WI Peer Specialist Certification Exam.

Must not have an unlawful history of alcohol and/or drug abuse for at least two (2) years prior to application.

Must have a working knowledge of the drug and alcohol treatment system, and recovery process, and a demonstrated commitment to the recovery community.

Demonstrated ability to share personal recovery experiences and develop authentic peer-to-peer relationships.

Knowledge and skill to teach and engage in basic problem-solving strategies to support clients in recovery.

Must be able to plan, organize and prioritize program objectives.

Knowledge of available AODA, health, and social resources is required.

Must maintain strict confidentiality in all matters.

Have excellent written and oral communication skills.

Must be able to speak and present in group settings.

Have excellent time management and organizational skills

**Preferred:**

Lived experience with opioid or amphetamine substance abuse.

Associate or bachelor's degree in social work, Psychology or Substance abuse preferred.

AODA Counseling certification/experience

Knowledge of Bad River Community and 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.

Open mind to culturally sensitive treatment plans that have a healing component such as sweat lodge; pipe ceremony; talking circles with eagle feathers; etc.

Must be able to work cooperatively and effectively with fellow employees and tribal programs.

Must be able to work flexible hours including evenings, nights, weekends, and holidays.

**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.

**Reasoning Ability:**

Ability to interact with clients/public, and fellow employees.

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

Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting up to 50lbs and/or carrying for short distances.

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

Subject to inside and outside conditions. The noise level is moderate.

**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](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)