

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Recovery Services Program Coordinator

**Department:** Health & Wellness Center

**Hourly Rate:** Negotiable

**Full Time:** 40Hrs/Week

**Exempt:** Yes/Salary

**Supervisor:** Behavioral Health Director

**Posting Date:** *In-House*

**Opens:** *March 28, 2024*

**Closes:** *April 3, 2024, at 4:30 pm*

**Posting Date:** *Public*

**Opens:** *April 8, 2024*

**Closes:** *April 22, 2024, at 4:30 pm*

**Posting Date:** **Public**

**Opens:** **April 23, 2024**

**Closes:** **Open Until Filled**



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**Summary:** The Recovery Services Program Coordinator will provide oversight of the Alcoholism and Other Drug Abuse (Recovery) programs for the Bad River community. Duties include assessment of individual, group, and community needs; planning individual, group, and community interventions to prevent and treat substance abuse; organizing and implementing evidence-based interventions; and evaluating individual and community responses to prevention activities. The Recovery Services Program Coordinator will also be expected to maintain a client workload with other management duties.

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

- Organize, coordinate, present, and attend Recovery Program community activities for prevention, rehabilitation, and education. Community events must be developed to address the needs of all age groups and educational levels.
- Organize and supervise services in outreach areas such as jails, domestic abuse shelters, schools and youth programs, and other community sites as needed.
- Maintain certification for Intoxicated Driver Assessments.
- Appropriately manage the Recovery Program budget and prioritize program spending.
- Provide Crisis Intervention services and referrals to appropriate services as needed.
- Develop and maintain guidelines to determine eligibility for Inpatient AODA treatment.
- Create and maintain fiscal contracts and agreements with inpatient residential facilities.
- Will provide outpatient counseling to individuals and groups which will include evidence-based practices.
- Will teach in lecture form; relapse prevention, coping skills, and spirituality issues, etc.
- Maintain and implement policies and procedures in accordance with State standards and ensure the program meets all certifications and/or credentials necessary for billing purposes.
- Work cooperatively with other staff, programs, departments, and agencies to ensure quality resources for community members.
- Manage Recovery program staff.
- As a counselor, will provide appropriate assessments, and referrals when necessary.
- Will facilitate social support groups and family education for clients and community members.
- Will maintain confidential client records and obtain properly signed releases when necessary.
- Maintain all HIPAA guidelines for Recovery services.

- Will submit monthly reports to the Behavioral Health Director.
- Attend required training, workshops and meetings. Maintain education needed for certifications.
- Develop and maintain guidelines for the use of Recovery funds for contractual services with community members and vendors when providing prevention and rehabilitation activities.
- Incorporate cultural activities into counseling and Recovery activities.
- Assessment of community prevention needs such as education, support programs and sobriety activities.
- Maintain knowledge of current theories and evidence-based practices in substance abuse. Incorporate new treatment theories into the program as necessary.
- Participate in local, regional, or state collaborative groups to establish cooperative working relationships and share resources to improve Recovery services for the Bad River community.
- All other duties as assigned.

**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 have a minimum of an associate degree in substance abuse (or related field) with two (2) years' experience in counseling.
- Must be a Wisconsin State Certified Substance Abuse Counselor (SAC)
- Must be able to plan, organize and prioritize program objectives.
- Knowledge of available Recovery treatment services and relevant Wisconsin Dept of Human Services requirements/guidelines.
- 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:**

- Bachelor's degree in social work or related field.
- Clinical Substance Abuse Counselor Certification (Wi Requirements, including 5,000 hours of clinical work as SAC)
- 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.
- Must not have an unlawful history of alcohol and/or drug abuse for at least two (2) years prior to application.
- 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.
- An 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 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:**

- Must possess strong oral and written communication skills.

**Reasoning Ability:**

- Ability to interact with the clients/public, fellow employees, and tribal programs.

**Cultural Sensitivity:**

This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contact with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

**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 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 up to 50lbs. on occasion. Subject to inside and outside environmental conditions, must be physically able to travel as necessary.

**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. 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)