

# MI'KMAQ NATION

## JOB DESCRIPTION

**TITLE:** Peer Recovery Support

**CLASSIFICATION:** Part-Time/Hourly

**PAY SCALE:** 16.00-21.00/HR

**IMMEDIATE SUPERVISOR:** Peer Recovery Coordinator

**NOTE:** The following includes data on essential functions, as well as physical, mental, academic and experiential requirements for the position defined herein. This Position Description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein.

**SUMMARY OF POSITION:** The Peer Recovery Support will support the efforts in offering peer recovery services in the Mi'kmaq Nation Community, provide group peer recovery services, transport potential recoverees to outside activities and meetings, and be available to represent a life of recovery themselves.

### **EDUCATION (AND PERTINENT EXPERIENCE):**

- At least one year of sustained recovery from substance use disorder, or lived experience (with a family member or friend who has a substance use disorder)
- High school diploma or equivalent
- Trained as a Recovery Coach in the CCAR model (Connecticut Community of Addiction Recovery), including Ethics

**LICENSES OR CERTIFICATION:** High school diploma or GED, possess a valid driver's license with no OUI/DUI convictions within the last 2 years, and have an active Peer Recovery Coach certification (or working towards).

MN encourages all interested candidates to apply, though please be aware that all policies surrounding DHHS and ABM background checks do apply. Please contact HR for any questions about specific disqualifications.

### **SKILLS/KNOWLEDGE/ABILITIES REQUIRED:**

- Strong communication skills and is organized and independently driven.
- Knows or is eager to learn about recovery resources specific to indigenous communities.
- Is aware of recovery support role, and appropriate ethics and boundaries.
- Engages with recoverees respectfully.
- Follows all Policy and Procedure
- Helps support the recovery goals and expectations of the recoveree to achieve and maintain recovery, based upon the recoveree's plan for wellness.
- Helps the recovery address barriers to recovery and serves as a role model and advocate.
- Maintains knowledge of local resources and helps the recovery make connections with helpful resources.

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- Follows all standards for documentation and adheres to privacy standards that align with state, federal, and Tribal guidelines.
  - Attends regular peer supervision meetings, ongoing training opportunities, and continuing development of skills.
  - Excellent communication (both written and oral), and organizational skills.
  - Ability to deal effectively with people and be sensitive to needs.
  - Strict adherence to state and federal confidentiality laws and regulations.
  - Ability to work effectively with others
  - Knowledge and skill in prioritizing tasks
  - Ability to use proper phone etiquette in calling community members for interviews and coordination of program activities.

**WORKING ENVIRONMENT:** A mix of regular office environment and in community environments with both on-site and off-site work. Must be willing to travel throughout Aroostook County using agency vehicles or personal vehicle as needed. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

#### **FUNCTIONS/TASKS:**

- Create a positive and trusting relationship within Tribal Recovery resources, community members, and professionals.
- Follows policies/procedures and boundaries for shared understanding of peer recovery relationship.
- Assist in wellness plan goal development for community members accessing peer recovery.
- Reduce barriers for individuals for social service connections, treatment needs, transportation, and all life domains.
- Maintains knowledge of local resources and updates the community on these resources.
- Follows standards for documentation and adheres to privacy standards that align with state, federal, and Tribal guidelines.
- Attends regular peer supervision meetings, ongoing training opportunities, and continuing development of skills.
- Communicate respectfully, always looking to reduce stigma.
- Ability to work effectively with others
- Knowledge and skill in prioritizing tasks
- Ability to use proper phone etiquette in calling community members for interviews and coordination of program activities.

#### **EVALUATION**

Feedback will be practiced on an ongoing basis, and the notes will be attached to your personnel file. Formal evaluations will be conducted on a semi-annual and annual basis, and are based on how one meets, exceeds, or fails

at all those standards specified within this position description.

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

If you are interested in applying for this position, you must submit a completed job application. A completed application includes copies of certificates/licenses/degrees stated in your application, a cover letter and a resume, *and* 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities, or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

**CLOSING DATE: September 4, 2025**

Please send the completed Job Application to the following address or email:

Attn: Human Resources

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

[bdiamond@micmac-nsn.gov](mailto:bdiamond@micmac-nsn.gov)

**The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.**