

## **Mi'kmaq Nation JOB DESCRIPTION**

**TITLE:** Peer Recovery. Specialist

**CLASSIFICATION:** Full-Time I Hourly

**IMMEDIATE SUPERVISOR:** Peer Recovery Coordinator

**SALARY RANGE:** \$19.50 TO \$22.50 PER HOUR

**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 intended to serve interviewers, applicants, directors, and incumbents as a reference tool to determine whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibilities 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, assist in administrative duties and daily functions of the resource center, 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 family member or friend who has 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).

In keeping with the understanding that many with lived experience of SUD have a criminal background, we would still encourage you to apply. Take note that a background check will be completed, and you may be asked for additional information or disqualified from employment if the background check doesn't comply with the standard laws that IHS/ABM must follow.

Please Note: applicants receiving any behavioral health services currently at Ankweyasín may be referred to outside services if the applicant is offered and accepts the position. This is to adhere to Ankweyasín's strong ethical standards of practice.

## **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 the recovery support role and appropriate ethics and boundaries.
- Engages with recoverees respectfully.
- Follows all Policy and Procedure
- Helps support recoverees developed goals and expectations to achieve and maintain
  - recovery, based on the recovery's own wellness plan.
- 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.
- 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 utilizing any agency vehicles available, or personal vehicle when necessary. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

## **Functions ASKS:**

- 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 developing wellness plan goals 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.
  - Provide administrative support to the peer program, including scheduling, documentation, creating event flyers, ordering, creating purchase orders, and all other assigned administrative tasks.
  - Fill-in recovery coaching when needed
  - Oversee common peer space areas, create a welcoming environment, and organize all group activities or outside collaborations.

## 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 skills 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 being in good standing (including no disciplinary actions), meeting all applicable performance standards, and other non-discriminatory criteria. The methods for fulfilling requirements are subject to reasonable modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to their own health and safety or to the health and safety of others.

**The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and service provider.**