

Kickapoo Tribe in Kansas

Position Description

Title: Peer Recovery Coordinator
Position: Full Time /Non-Exempt - \$ 45,000/yr
Location: Social Services Department
Supervisor: Social Services Director

Position Description: The primary area of support is focused on recovery from addiction but will also support stabilization in other areas such as physical health, mental health, social, recreational and life skills coaching. The peer recovery coordinator role is designed to be a supplement to treatment services, case management and/or care coordination services. It is an integral part to the Recovery Oriented Systems of Care model of community-based services. The primary purpose is to help bridge the gap between professional treatment and sustainable recovery and to help individuals begin, maintain, and improve the quality of individual and family recovery.

The peer recovery coordination responsibility is to help individuals gain access to needed resources, services, or supports that help them achieve and maintain recovery from their substance abuse disorder. The role is a non-clinical one. This position will not diagnosis or provide counseling. The coordinator will coordinate referrals and service planning. The recovery team will provide direct support to recovery solutions identified in the Strength Based Assessment tool. Coverage area will include Kickapoo Tribe in Kansas service area.

DUTIES & RESPONSIBILITIES: Please note that this is a brief outline of the position. Provide listening, support, and peer interaction to all assigned clients beginning recovery. Communicate with clients in face-to-face meetings or by phone using appropriate listening, problem-solving, and relationship building skills. Provide Informational support by assisting clients with tools on recovery/health/wellness issues that will help in acquiring new skills. Provide instructional support by assisting the client with concrete help in task achievement, especially with stressful and difficult tasks such as filling out applications, finding childcare and establishing transportation options to support group meetings or to work. Provide emotional support for the client through the recovery continuum of care. Plan and execute social/recreational activities on a group and individual basis. Coordinate community support services as needed. Track and document client outcomes and provide reports to the Director, or Executive Team, as requested. Participate in the development and maintenance of community partnerships as requested. Attend community coalitions as assigned. Follow the policies and procedures of Kickapoo Social Services.

Minimum Requirements:

- Service work associated to recovery, such as sponsoring, holding as well as volunteer activities in the community is preferred. Service work that demonstrates quality recovery, is ideal.
- Basic Peer Mentor 6-hour introductory training and 15-hour advanced training will be required to be completed within 1 year of employment.
- Experience and ability to use multiple computer applications, including but not limited to, Microsoft Office Suite applications including Word, Excel and internet-based platforms is required.
- AA/BA Degree in the field of: Drug and Alcohol, Case Management or Human Services. An individual equally qualified by work experience or a combination of work experience and education, with one year of experience substituting for one year of education.
- Valid driver's license and the ability to drive agency vehicles
- Ability to communicate clearly and professionally to Tribal members, staff, families, and other professional staff
- Excellent time management, organization, and flexibility
- The successful candidate must pass a criminal background investigation and a Central Registry for child/adult abuse per provision in (25 CFR, Part 63).

Privacy Act:

Must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522a) (I) (I).

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference Policy:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference of 1.934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be giving to non-Indian applicants in the absence of qualified Indian Preference eligible.

The Kickapoo Tribe in Kansas reserves the right to amend this position description at any time.

