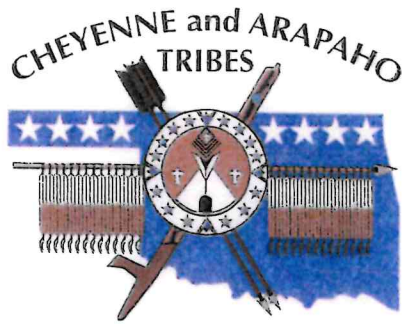


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

Vacancy Announcement

POSITION: Recovery Support Specialist(Full Time)
LOCATION: George Hawkins Memorial Treatment Center, Clinton, OK
DEPARTMENT: Substance Abuse Program – Dept. of Social Services
ISSUE DATE: May 2, 2022 **CLOSING DATE:** Until Filled

GENERAL RESPONSIBILITIES

The Recovery Support Specialist performs rehabilitation and support functions and assists in treatment. Activities may include crisis intervention under the clinical supervision of staff with professional degrees, client advocacy, prevention, and education. The RSS provides substance abuse services, education, support and consultation to families. The RSS performs direction and coordinating support activities that promote good physical health; provides peer support services; serves as a client advocate; provides information and peer support for clients in emergency, or inpatient settings. The RSS performs a wide range of tasks to assist clients in regaining control of their lives and recovery processes.

DESCRIPTION OF DUTIES

- Facilitates activities in nutrition, exercises managing physical health concerns
- Assists clients in developing individual physical wellness plans and implementation assistance and support
- Teaches and mentors the value of every individual's recovery experience
- Models effective coping techniques and self-help strategies
- Assists service recipients in articulating personal goals for recovery
- Assists in setting up and sustaining self-help (mutual support) groups
- Utilizes and teaches problem solving techniques with clients as well as how to identify and combat negative self-talk and fears
- Attends treatment team and program development meetings to ensure the presence of the client voice and to promote the use of self-directed recovery tools
- Maintains effective working relationships and strategic alliances with consumers, other staff, the community and other non-profit organizations
- Promotes community education projects to help increase awareness of substance abuse

- Ability to work a flexible schedule that includes some evenings and weekends
- Performs other duties as assigned.

QUALIFICATIONS

- High School Diploma or GED Certification
- Must have a minimum of two years of relevant professional experience
- Must have excellent organizational, interpersonal, oral, and written communication skills
- Ability to ethically maintain standards of professional care, boundaries, and confidentiality
- Must possess a valid Oklahoma State Driver's License and have dependable transportation
- Must be able to provide a Motor Vehicle Report and be insurable with the Tribes
- Must pass and OSBI Background Investigation
- Must be drug and alcohol free for a minimum of ONE year, and pass testing
- Tribal Preference: Cheyenne and Arapaho Tribes

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov