

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
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****VACANCY ANNOUNCEMENT****

POSITION: Peer Support Specialist
DEPARTMENT: Social Services- Tribal Opioid Response Project
LOCATION: Concho, OK
ISSUE DATE: November 2, 2022 **Closing Date:** November 16, 2022

GENERAL DESCRIPTION:

The Peer Support Specialist will be under the supervision of the Tribal Opioid Response Project Director. The Peer Support Specialist works with the Behavioral Health Case Manager and the Prevention Specialist to facilitate integration of prevention, treatment and recovery services for project participants.

Funding for this program and employment is based on grant availability.

DESCRIPTION OF DUTIES:

- Assist clients in:
 - Articulating personal goals for recovery through the use of one-to-one and group sessions.
 - Creating their own individual wellness and recovery plans with the skills, strength, support and resources to aid them in achieving their plan.
 - Working with their Case Manager and treatment team in determining the steps needed in self-directed recovery.
 - Setting up and sustaining self-help groups, as well as means of locating and joining existing groups.
- Work as a liaison for the client with a treatment team, case manager, therapist, and psychiatrist.
- Monitor clients and maintaining client records.
- Perform home visits and assist in transporting clients when needed for appointments related to recovery services.
- Work to strengthen individualized care in clients' homes.
- Provide monthly reporting on clients and services to the TOR Project Director.
- Some weekends and evenings are scheduled as needed to meet grant objectives.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES:

- Maintain high level of professionalism and client confidentiality.
- Experienced in recovery coaching.
- Work as a team member.

- Recognize and utilize the proper Chain of Command.
- Have strong computer skills.
- Possess strong organization, verbal and written communication skills.
- Knowledgeable of Cheyenne and Arapaho tribal traditions and customs.

QUALIFICATIONS:

- Must complete an approved Certified Peer Support Specialist Training in first 60 days of employment.
- Must be in full recovery from active addiction and stable from a major mental illness for a minimum of 3 years
- Must obtain OUD and MAT training within first three months of employment.
- Ability to pass background investigation and adjudication process.
- Submit to pre-employment drug screening.
- Abide by tribal Drug and Alcohol-free Workplace policy.
- Possess a valid Oklahoma Driver's license and be insurable by the Tribe's vehicle insurance policy.
- Cheyenne and Arapaho preference.

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