



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Peer Mentor (2) 1 Male and 1 Female - Transitional Living Homes (Part-time 20 hours per week)
SUPERVISOR: Gookomis Endaad Administrator
LOCATION: Ombadam Endaad – Male and Female Homes in Lac du Flambeau
POST DATE: January 17, 2018
CLOSING DATE: Open until filled

****LIVE-IN POSITION**
FREE RENT (Private Room)**

Ombadam Endaad's mission is to provide interim housing and supportive services that create opportunities for individuals who are transitioning from an in-patient treatment program to a sober environment that advocates long-term self-sufficiency. Our service model combines clean, modern housing with intensive supportive services that promote dignity and motivate residents to achieve autonomy.

Ombadam Endaad is transitional housing (one male and one female home) for adults (no children) currently seeking a dedicated live-in Peer Mentor to support residents as they work through our program. You will be expected to monitor resident activities within the homes, maintain a safe and supportive atmosphere and ensure resident adherence to program rules, especially regarding clean and sober behavior.

General Description: The Peer Mentor provides individual support and strengths-based coaching for residents of Ombadam Endaad who have a range of needs including mental health and drug and alcohol disorders and the day-to-day activities for optimal housing needs. The Peer Mentor works with the residents in a peer support model to understand the support self-determined recovery goals and work with the Targeted Case Manager and providers to develop an action plan to achieve them. The Peer Mentor is responsible for assisting and monitoring the daily activities and routines of the residents under the supervision of the Gookomis Endaad Administrator.

Qualifications: High school Diploma or GED is required. Two-year degree in the Human Services or related field is a plus. Certification as a Peer Support Specialist is preferred or the motivation to seek certification within one (1) year is required. Prior experience in working with individuals or families at risk, human services or social service is preferred. At least one (1) year of sobriety is required and must maintain sobriety throughout employment. Knowledge and experience of Anishinaabeg communities' culture, ceremonial practices, and values is preferred.

Salary: \$10.00 per hour (plus rent)

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website at www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Peer Mentor

B. DEPARTMENT: Ombedam Endaad

C. SUPERVISOR'S TITLE: Gookomis Endaad Administrator

D. DESCRIPTION OF DUTIES: The Peer Mentor provides strengths-based coaching for residents of Ombedam Endaad who have a range of needs including mental health and drug and alcohol disorders. The Peer Mentor works with the Targeted Case Manager and providers and residents in a peer support model to assist in the development of self-determined recovery goals and creation of an action plan to achieve them. This position is responsible for providing a safe and sober atmosphere within the homes and helps to coordinate components of the individual service plan under the direction of the Targeted Case Manager. The Peer Mentor is responsible for assisting and monitoring with the daily operations and routines of the facility under the supervision of the Gookomis Endaad Administrator and may work various hours to meet organizational needs. Job duties include the following:

1. Serve as residential Peer Mentor offering peer support for residents on a daily basis.
2. Meets with residents to provide advocacy and support and serve as a role model.
3. Participate in skill development and recreational groups under the direction of the Targeted Case Manager or providers.
4. Works with the provider to assist in the implementation of daily supportive interventions and shares progress reviews that becomes part of the on-going assessment process.
5. Works with residents to assist with activities of daily living, which includes personal hygiene and self-care skills, meal preparation, relapse prevention, problem solving and conflict resolution, and other interventions as necessary.
6. Collaborate with providers as requested. Assist with outreach to informal supports with the resident.
7. Provides orientation to the new residents.
8. Identifies escalation of problems that could result in crises and refers to the Targeted Case Manager, clinical provider, other professionals or Administrator for action.
9. Maintain an activity log to ensure program rules are observed by residents such as: adhering to curfew, maintaining a clean and sober living environment.
10. Provides leadership to a group of residents working to help each other and developing self-help skills.
11. Ensure the Administrator and Targeted Case Manager is apprised of activities and problems in a timely manner.
12. Assists residents with identifying and resolving personal and environmental obstacles to recovery.
13. Participates in MRT group and assists residents with individual MRT efforts.
14. Perform drug screens upon request of Targeted Case Manager, or other staff and if suspicious of resident use.
15. Understand and implement State of Wisconsin statutes to work towards licensure.
16. Maintain a positive relationship with the residents, staff and neighbors.
17. Call local police or other authorities as appropriate or when an emergency response is required.

18. Model and support all Ombedam Endaad services, policies and procedures appropriately and accurately.
19. Maintain, monitor usage and light upkeep of household provided supplies and equipment.
20. Meet with the Targeted Case Manager and Administrator on a regular basis to report on the on-going house activities.
21. Complete required documentation in the daily log.
22. Maintain the home according to inspection standards, reporting maintenance issues that need to be addressed in a timely manner.
23. Complete the discharge process for voluntary and involuntary resident departures.
24. Understands and practices HIPAA principles by ensuring resident confidentiality and demonstrates complete discretion when discussing resident information.
25. Attend mandatory trainings as requested.
26. Develops and maintains competencies and certifications according to policy.
27. Strictly adheres to organizational Policies that include fraternization, safety and maintaining professional/ethical boundaries.
28. Maintain abstinence from alcohol and all mood altering drugs.
29. Other related duties as assigned in order to provide quality rehabilitation services.

E. POSITION RELATIONSHIPS:

1. **Internal:** Daily face-to-face contact with residents, providers and team members.
2. **External:** Frequent contact with service providers and may represent the resident, family or community. Must be able to represent the band in a positive fashion.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Must be able to act independently within scope of normal duties and responsibilities, and performs under limited supervision. Works in tandem with the Targeted Case Manager and providers to support the goals identified in the residents Individual Service Plan.

H. EDUCATION:

- High school diploma or GED required.
- Two-year degree in the Human Services or related field and/or; Certification as a Peer Support Specialist is preferred.
- One (1) year of sobriety is required and must maintain sobriety throughout employment.

I. EXPERIENCE:

- Knowledge of or willingness to learn and train in interviewing, crisis intervention, building rapport with residents, and observations skills.
- Six months of prior experience in working with families at risk, human services or social service is preferred.
- Strong interpersonal and organizational skills and have the ability to work independently with little or no supervision is required.
- Ability to manage time effectively, promote positive team culture and to communicate effectively with team members, residents, and through the writing of reports/notes is required.
- Personal experience and knowledge of recovery and issues faced by those with mental illness.

J. SKILLS:

- Must be able to communicate effectively with a variety of people.
- Must be able to maintain composure in stressful situations.
- Must be able to establish appropriate relationships with clear professional boundaries with residents, community members, and staff.

