



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Recovery Coach**
SUPERVISOR: **House Manager**
LOCATION: **Community Based Residential Treatment Facility**
POST DATE: **Open until filled**
CLOSING DATE:

General Description: The Recovery Coach provides individual support and strengths-based coaching for residents of Gookomis Endaad who have a range of needs including mental health and drug and alcohol disorders and the day-to-day activities for optimal facility operations. The Recovery Coach works with the residents in a peer support model to understand the support self-determined recovery goals and work with the providers to develop an action plan to achieve them. This position is responsible for providing a therapeutic atmosphere within the center and helps to coordinate all components of the treatment program, including residential activities, schedules, assist with daily living and life skills, may dispense medications as necessary and keep various records. The Recover Coach is responsible for assisting with the daily operations and routines of the facility under the supervision of the House Manager.

Qualifications: High school Diploma or GED is required. Two-year degree in the Human Services or related field is preferred. Certification as a Peer Support Specialist is preferred. Six months of prior experience in working with individuals or families at risk, human services or social service is required. One year of sobriety is required and must maintain sobriety throughout employment. Knowledge and experience of Anishinaabeg communities' culture, ceremonial practices, and values is required.

Salary: \$13.00-\$15.00 per hour/Depending upon qualifications

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: Recovery Coach

B. DEPARTMENT: Gookomis Endaad

C. SUPERVISOR'S TITLE: House Manager

D. DESCRIPTION OF DUTIES: The Recovery Coach provides strengths-based coaching for residents of Gookomis Endaad who have a range of needs including mental health and drug and alcohol disorders. The Recovery Coach works with the 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 therapeutic atmosphere within the center and helps to coordinate all components of the treatment program, including residential activities, schedules, assist with daily living and life skills, dispense medications as necessary, and keep various records. The Recovery Coach is responsible for assisting with the daily operations and routines of the facility under the supervision of the House Manager and may work various shifts to meet organizational needs.

Recovery Coaching and Peer Support Responsibilities:

1. Serve as residential recovery coach 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. Lead and participate in skill development and recreational groups as assigned.
4. Works with the provider to assist in the development and implementation of daily supportive interventions and document progress reviews that becomes part of the on-going assessment process.
5. Work with residents to assist with activities of daily living and foster a sense of safety in the community which includes personal hygiene and self-care skills, meal preparation, financial management and budgeting, symptom management, relapse prevention, transportation, problem solving and conflict resolution, and other interventions as necessary.
6. Collaborate with providers as requested. Provide outreach to informal supports for and with the resident.
7. Provides advice and guidance in where and when to find services and programs that are helpful; advocates with those services and programs on behalf of the resident as needed.
8. Assists residents by providing side-by-side coaching with everyday living activities such as locating housing, work, meal preparation, cleaning, shopping, money management, hygiene, etc.
9. Assists residents to improve communication skills, problem solving abilities and making appropriate life choices; facilitates conflict resolution where appropriate.
10. Provides leadership to a group of residents working to help each other and developing self-help skills.
11. Local travel is required; travel outside the state is very limited.

General Duties:

1. Ensure healthful menu planning, food shopping, and meal preparation through coordination and assistance.
2. Monitor residents' medication, administration, documentation and report to providers any changes in the resident's mental/behavioral status with changes in medications.
3. Assist the onsite nurse with attending resident appointments when necessary.
4. Participate in training mandated by the State of WI, attaining Registry status upon passing exams regarding Medication Administration, Fire and Safety, First Aid and Choking and Standard Precautions.
5. Assists residents with medication compliance and drug screenings as needed.
6. Work with residents to maintain the facility on a daily basis including chores, bedroom/facility upkeep, laundry, yard work, and other moderate housekeeping duties.
7. Intervene in crisis situations, making immediate assessments and referrals in emergency situations.
8. Identifies escalation of problems that could result in crises and refers to the provider, other professionals or House Manager for action.
9. Ensures effective, professional communications within and outside of the facility setting and effectively resolves routine problems relating to resident services.
10. Creates and maintains effective interpersonal/working relationships with other staff and residents to support coordination and provision of services.
11. Listens to residents' complaints and concerns and works to resolve them; refers residents to appropriate staff if unable to resolve issues to the resident's satisfaction.
12. Understands and practices HIPAA principles by ensuring resident confidentiality and demonstrates complete discretion when discussing resident information.
13. Prepare daily log entries, incident reports and other required paperwork to ensure the program meets relative standards.
14. Develops and maintains competencies and certifications according to policy.
15. Develops and maintains peer counseling skills through seminars, workshops, or other forms of training/education when requested.
16. May include transporting residents in a program vehicle, physical assistance, close supervision, and other such duties.
17. Ensures the integration and incorporation of Anishinaabeg culture and values throughout daily programming and interaction with residents.
18. Must be flexible to meet the needs of the band, facility and residents.
19. Strictly adheres to organizational Policies that include fraternization, safety and maintaining professional/ethical boundaries.
20. 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.

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.
- Knowledge and experience of Anishinaabeg communities' culture, ceremonial practices, and values is required.

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.
- Must be able to represent the facility and the Band in a positive fashion.
- Must maintain strict confidentiality of residents and families.
- Effective decision-making and problem-solving.
- Ability to maintain an unbiased, objective working environment.

K. WORKING ENVIRONMENT:

- 1. Work Conditions:** Nature of work is such that incumbent experiences infrequent periods of moderate to high stress levels while dealing with residents, family members, and staff. Participates in providing 24-hour coverage that includes working evenings, weekends, and holidays. (Note: work schedules may be subject to change in order to meet program needs). Will involve working with many different people who are often are distressed related to mental health and AODA issues.
- 2. Exposure to Hazards:** Moderate threat of personal danger or risk. Exposure to communicable and infectious disease.
- 3. Physical Requirements:** Must be able to demonstrate screening and physical examination in the past 3 months or complete screening and physical examination requirements prior to beginning employment. Work varies from outside activities to in-doors in a controlled climate area.

L. BEHAVIOR:

