



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Recovery Coach**
SUPERVISOR: **Healing and Wellness Campus Administrator**
LOCATION: **Community Based Residential Treatment Facility**
POST DATE: **June 2017**
CLOSING DATE: **Open until Filled**

General Description: Recovery Coach provides individual based assessment and coaching of patients of Gookomis Endaad who have a range of needs including mental health and drug and alcohol disorders. The Recovery Coach works with the patients in a peer support model to develop self-determined recovery goals and create 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 life skills, dispense medications as necessary, and keep various records.

Qualifications: High school Diploma or GED is required. Two years 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 families at risk, human services or social service is required. Five years of sobriety is required and must maintain sobriety throughout employment. Extensive knowledge and experience of Anishinaabeg communities' culture, ceremonial practices, and values is required.

Salary: \$12.00-\$14.00 per hour/ Dependent 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 requested via website 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: Healing and Wellness Campus Administrator

D. DESCRIPTION OF DUTIES: Recovery Coach provides individual based assessment and coaching of patients of Gookomis Endaad who have a range of needs including mental health and drug and alcohol disorders. The Recovery Coach works with the patients in a peer support model to develop self-determined recovery goals and create 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 life skills, dispense medications as necessary, and keep various records.

Recovery Coaching and Peer Support Counseling Responsibilities:

1. Serve as residential recovery coach as a peer support counselor for specified number of residents as requested by supervisor.
2. Meets with patients to provide advocacy and support and serve as a role model.
3. Lead skill development and recreational groups as assigned.
4. Develop, implement and document treatment needs assessments, treatment plan, and progress reviews as part of continuous quality improvement activities.
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, money management and budgeting, symptom management, relapse prevention, transporting, problem solving and conflict resolution, and other interventions as necessary.
6. Attend teams and case conferences, and collaborate with other providers for designated patients. Provide outreach as designated to informal supports of resident patient.
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 patient as needed.
8. Assists patients by providing side-by-side coaching with everyday living activities such as finding housing, work, cleaning, shopping, money management, hygiene, etc.
9. Assists patients to improve communication skills, problem solving abilities and making appropriate life choices; facilitates conflict resolution where appropriate.
10. Provides leadership to a group of patients 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, refills, documentation of medications and changes, assist with attending appointments, and safe storage.
3. Assists patients with medication compliance and drug screenings as needed.

4. Working with residents to maintain the residence on a daily basis including chores, grocery shopping/carrying groceries into the kitchen, bedroom upkeep, laundry to include carrying to and from washer/dryer, yard work, and other moderate housekeeping duties.
5. Intervene in crisis situations, making immediate assessments and referrals in emergency situations.
6. Identifies escalation of problems that could result in crises and refers to social worker or other professionals for action.
7. Coordinates patients' needs for services with others in the center; attends case review meetings; provides information and facilitates provision of care/services.
8. Attends and actively participates in all team and staff meetings and supervision/consultation.
9. Ensures effective, professional communications within and outside of the center's setting and effectively resolves routine problems relating to patient services.
10. Creates and maintains effective interpersonal/working relationships with other employees and patients to support coordination and provision of services.
11. Listens to patients' complaints and concerns and works to resolve them; refers patients to appropriate manager if unable to resolve issues to the patient's satisfaction.
12. Ensures patient confidentiality; demonstrates complete discretion when discussing patient information.
13. Prepare daily log entries, incident reports and other required paperwork to ensure the program meets the standards.
14. Utilizes computer to record patient encounters, compile data and prepare and submit routine reports as needed.
15. Maintain Competencies in Human Rights, dual diagnosis, infection control, CPR, First Aid, MAP, agency and divisional policy and procedures as well as other required competencies.
16. Develops and maintains peer counselor skills through seminars, workshops, or other forms of training/education.
17. May include transporting residents in personal car or program vehicle, physical assistance, close supervision, and other such duties.
18. Ensure integration and incorporation of Anishinaabeg culture and values throughout daily programming and interaction with patients.
19. Must be flexible to meet the needs of the band, agency and patients.
20. Other related duties as assigned in order to provide quality rehabilitation services.

E. POSITION RELATIONSHIPS

1. **Internal:** Daily face to face contact with resident patients and team members.
2. **External:** Frequent contact with service providers and may represent the patient, 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 years 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 families at risk, human services or social service is required.
- Five (5) years 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 patients, and observations skills.
- 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, patients, and through the writing of reports/notes is required.
- Extensive 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 establish relationships with patients, community members, and staff
- Must be able to represent the Band in a positive fashion.
- Must maintain strict confidentiality of patients and families.

Decision Making and Problem Solving

Typical decisions and problems include:

- Decisions concerning identifying patient needs, challenges and strengths.
- Decisions concerning what information are deemed critical information to relay treatment staff.
- Decisions concerning what resources are needed for patients.

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 patients, 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 distressed in some way.
- 2. Exposure to Hazards:** Moderate threat of personal danger or risk.
- 3. Physical Requirements:** Must be able to demonstrate screening and physical examination in the past 3 months or complete screening and physical examination requirements within 90 days of employment. Work varies from outside activities to in-doors in a controlled climate area.

- L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Recovery Coach to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Must be able to pass a Caregiver Background check. Negative TB test prior to beginning employment. A current driver's license, reliable personal transportation, proof of current insurance coverage, and insurability under the Band's Auto Insurance Policy is required. Must be CPR certified or complete necessary training to become certified within 6 months of employment. As an employee of the tribe he/she will be subject to the Policies and procedures of the Lac du Flambeau band of Lake Superior Chippewa Indians.

SIGNATURE:

Tribal Administrator

Date