POSITION DESCRIPTION

POSITION TITLE Peer Recovery Mentor

OPENING DATE 3/5/2020 CLOSING DATE 3/19/2020

DEPARTMENT Behavioral Health LOCATION Yellowhawk Tribal Health Center

SUPERVISED BY Integrated Health Care Supervisor SALARY $36,046 - $54,080 annual Grade: E

STATUS Full Time; Non-Exempt; Covered Status; Safety Sensitive

MINIMUM QUALIFICATIONS

1. High school diploma or GED.
2. Minimum of three (3) years in recovery from a substance use disorder with a strong recovery program and system of natural supports.
3. Certification as a Peer Delivered Service provider or the ability to attain certification within 3 months of hire.
4. Understanding of and sensitivity to alcohol and other drug use and the recovery process.
5. Understanding and support of a trauma-informed system of care.
6. Must possess a valid driver’s license and maintain insurance requirements to operate General Services Administration vehicles.
7. Basic computer skills, good verbal and written communication.
8. Familiarity with Native American/Alaska Native cultures and the CTUIR community.
9. Ability to communicate across disciplines (Behavioral Health, Medical, A&D, etc.)
10. Must submit to and pass a reference and criminal background check.
11. Must submit to and pass a pre-employment drug and alcohol screening and intermittent drug/alcohol testing.

Preferred Qualifications:

1. Certification as a Peer Delivered Service provider

DESCRIPTION Job Summary

Advocates, mentors, educates, and supports individuals with both substance use disorder and physical health needs in an integrated care setting. Some clients may have co-occurring disorders.
This is a grant funded position with duration through October 2020. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements, policies and relevant laws.

**Essential Job Functions:**

1. Advocates within systems to promote person-centered recovery/wellness support services.
2. Differentiates between the types and levels of advocacy and responds appropriately.
3. Advocates for multiple pathways to recovery/wellness.
4. Identifies risk indicators that may affect the individual's welfare and safety and applies appropriate responses. May include communication with support networks and evaluating individual's satisfaction with progress, among other things.
5. Reports suspicions of abuse or neglect to appropriate authorities.
6. Maintains documentation and collects and reports data as required.
7. Maintains current, accurate knowledge of trends and issues related to wellness and recovery.
8. Uses organizational/departmental chain of command to address or resolve issues.
9. Serves as a role model for an individual and establishes a peer relationship rather than a hierarchical relationship.
10. Demonstrates consistency by supporting individuals during ordinary and extraordinary times.
11. Assists the individual in identifying and establishing positive relationships and a network of personal and educational resources.
12. Supports the development of effective communication, conflict resolution and problem-solving skills.
13. Provides resource linkage to community supports and professional services.
14. Assists the individual with setting goals.
15. Applies effective coaching techniques such as Motivational Interviewing.
16. Develops tools for effective outreach and continued support.

**Physical Demands:**

Requires sitting for long periods of time, some standing, stooping, bending or reaching required. May require lifting up to 30 pounds. Requires manual dexterity sufficient to operate a computer, calculator, and telephone. Requires normal range of hearing and vision. May require contact with individuals with communicable diseases. Requires some driving and patient transportation. Work is performed primarily in community settings, as well as some clinic-based work. Involves frequent contact with staff, patients, agency partners and the public. Work may be stressful at times. Contact may involve dealing with angry or upset people. The work schedule will require some flexibility and some evening and weekend hours.
Complete Yellowhawk employment application packets will be accepted until 4:00 p.m., on the posted closing date as found on Page 1 of this announcement, or postmarked on that date. Only those employment application packets which are complete, with all additional required information, as found in the “required employment application packet material” below will be considered. Employment application packets received after the deadline will not be considered.

Required Employment Application Material

Applicants will be required to submit a complete job application packet for each position they desire to apply for. A complete job application packet will include:

1. Completed employment application.
2. Cover letter – explaining your qualifications and experience relevant to the functions of this position.
3. Resume – identifying your qualifications and experiences relevant to the functions of this position.
4. High School Diploma/GED or copy of official college transcripts (if applicable).
5. Preference – appropriate documentation for either Tribal or Indian preference and/or Veteran’s preference.

Application Submission

Submit Complete Job Application Packets to:

via Mail: 
Yellowhawk Tribal Health Center
attn: Human Resources/HR Recruiter
46314 Timine Way
Pendleton, OR 97801

OR

via E-mail: hrrecruiter@yellowhawk.org

APPLICANT REVIEW AND ACKNOWLEDGEMENT

I acknowledge that I have read and understand the duties, responsibilities and requirements of the position for which I am applying.

_________________________________________   _________________________
Signature              Date