

APPLY IN PERSON AT:
Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

Phone: (920) 496-7900
Fax: (920) 496-7490

A good mind. A good heart. A strong fire.

POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Recovery Coach
POSITION NUMBER: 03046
DEPARTMENT: Behavioral Health
LOCATION: 2640 West Point Rd. Green Bay WI 54304
DIVISION: Comprehensive Health
RESPONSIBLE TO: Behavioral Health Director
SALARY: NE03 \$11.58/Hr. (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: October 7, 2020
CLOSING DATE: Until Filled
Transfer Deadline: October 14, 2020
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Provide peer recovery support services to clients involved in substance abuse treatment services. Uses strengths-based approaches to assist clients in achieving sustained recovery from their substance use disorder by building resources and community support networks. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provides peer recovery support services to recoverees in person, by phone, and in the community setting.
 - a. Responds to recoveree concerns by identifying, developing, and expanding upon their strengths and capacities.
 - b. Assists recoverees in accessing and effectively using community resources related to housing, medical care, education, vocational training, and access to social, spiritual or leisure activities, etc. before, during, and after addiction treatment services.
 - c. Completes the necessary related documentation for each client.
2. Provides presentations, group facilitation and trainings within the community as needed.
3. Attends monthly departmental and agency meetings.
4. Performs specific job tasks related to job as needed or as requested by the Peer Recovery Supervisor or designee.
5. Assists residents in working with their case manager or treatment team in determining the steps they need to achieve their goals for recovery.
6. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
7. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; reach with hands and arms; and talk and hear.
2. Occasionally stand, stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Ability to lift and transport materials/supplies to health fairs, presentations and/or other public forums.

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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: (Cont.)

4. Work is generally performed in an office setting with moderate exposure to physical risk or injuries due to potential for combative behavior by patients and exposure to second-hand smoke.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of the disease of substance abuse through direct working experience or course work.
2. Knowledge of motivational interviewing, engagement strategies, co-occurring disorders, stages of change theory, and community resources.
3. Strong belief in family centered practice.
4. ROSC (Recovery Orientated Systems of Care) and ability to provide services or refer to services that assist/enrich the recoveree and recoverees' family members.
5. Comfortable working independently in the community setting.
6. Open-mindedness about multiple paths to recovery.
7. Ability to focus on and reinforce positive strengths and behaviors.
8. Ability to share personal substance use disorder long term recovery experience.
9. Knowledge of creating client-centered recovery and transition plans helpful.
10. Skill in inter-personal and customer relations.
11. Strong written and verbal communication skills.
12. Knowledge and understanding of the Oneida Nation culture, tradition and values.
13. Ability to multi-task and prioritize and be detail oriented.
14. Knowledge of Work Processing software, Electronic Medical Records software, and Spreadsheet design software. Proficient in MS Windows Navigation, Word, and Outlook.
15. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
16. Skill in public speaking.
17. Ability to use spreadsheet software, relational database software, and slide show software.
18. Ability to effectively communicate ideas and data verbally and in writing in diverse situations.
19. Ability to plan, organize and schedule priorities effectively with the ability to work with minimal supervision and maintain professional standards.
20. Ability to process information effectively to learn new material, identify and define problems, and to make decisions.
21. Ability to provide written or oral reports and evaluations concerning program activities, accomplishments, goals and objectives.
22. Ability to participate in continuous improvement teams as assigned and use continuous improvement tools for effective planning and improvement of customer service and production processes.
23. Ability to present a professional appearance and demeanor as a representative of the Oneida Nation in dealing with the general.
24. Ability and willingness to obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
25. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
26. Must be willing and able to obtain additional education and training.
27. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
28. Employees are required to have proof of immunity or dates of two (2) doses of MMR and proof of immunity or dates of two (2) doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
29. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Completion of Peer Recovery Coach Training.
2. One (1) year of peer coaching or related experience.

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MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. High School Diploma, HSED Diploma or GED Certification; applicants age fifty (50) and older are exempt from this requirement.
2. Must be in long term recovery from a substance use disorder and have documentation to support this.

ITEMS TO BE SUBMITTED:

1. Must provide a copy of diploma, license, degree or certification upon employment.
2. Must complete a pre-employment assessment prior to hire.
3. Letter from a Therapist or Medical Provider regarding recovery from a substance use disorder.