



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Peer Support Specialist (TOR)	Open Date	April 21, 2021
SLT Program:	Recovery & Wellness	Close Date:	May 7, 2021

Position Objective: The Peer Support Specialist at Spirit Lake Nation is a support for clients struggling with addictive disorders. The Support Specialist will serve as a bridge between medical or mental health providers and clients that facilitates the treatment process, and thus the medical and psychosocial wellbeing of the client. The Support Specialist will be a role model who provides reliable information, appropriate referrals and emotional support, to foster trust and understanding distinct from a provider role.

Major Duties & Responsibilities:

- Help the individual to create a circle of support (family members, Elders, therapist, social worker, physician, friends, etc.)
- Assist the individual and family in developing a plan for recovery.
- Assist the client with access to community services, which may include including medical, emotional, economic and legal services.
- Assist individual with acquiring appropriate documents such as driver's license, social security card, birth certificate, housing applications, job applications etc.
- Locate culturally appropriate recovery activities such as sweat lodge, sober drum groups, special ceremonies.
- Monitor individual and family members using a schedule of face-to-face, telephone, or email contact.
- Participate in community efforts to develop sober activities.
- Participate in community efforts to create an awareness of the importance of Wellbriety and wellness.
- Participate in the community to develop recovery support groups and mentors in local workplaces, community centers, and schools.
- Adheres to strict boundaries and professional ethics in the care of others.
- Must be insurable and provide own transportation for work related travel as necessary.
- Attend all mandatory training.
- Makes outreach contacts to clients by phone or home visits for non-attendance in treatment for clients in outpatient, intensive outpatient and aftercare groups.
- Facilitates recovery support and alcohol and drug education groups for youth & adult.
- Assist LAC with the client intake using the Accucare software and the completion of necessary paperwork for the alcohol and drug evaluation.

- Collaborate and confer with Addiction Counselors, Mental Health & other service providers that support youth and families.
- Provide transportation for client to appointments, referrals to program services and program activities.

Qualifications, Experience and education required:

- High School Diploma or G.E.D.
- Knowledge and ability to work well with local community
- Reliable, dependable, ability to demonstrate programs and events follow through and consistency in availability.
- Motivated individuals who are passionate about helping others overcome issues related to substance abuse.
- The individual that progressed in their own sobriety, and is not actively abusing substances.
- An enrolled member of a Native American community.
- Must be willing to travel.
- Must adhere to the Federal Law of Confidentiality Act 42, CFR Part 2 and the Health Insurance Portability and Accountability Act (HIPPA) standards.
- Willing to have a flexible schedule to meet the needs of the program participants/clients. It may require working evenings and weekends.
- Must have current First Aid, CPR, and AED Certification, training will be provided if employee does not have the certification.
- Proficient communication skills, both verbal and written.
- Must maintain sobriety & drug free throughout the duration of employment.
- Must possess and maintain a current, valid, active and unrestricted North Dakota driver's license throughout the course of employment, insurable under SLT driving policy and proof of liability insurance required.
- Will be required to participate in Peer Support Specialist training and certification.
- Must comply with all Spirit Lake Tribe policy and procedures/employee policies.
- Follow all safety rules and procedures for the work area.

Job Role:	Peer Support Specialist	Department	SL Recovery & Wellness
Employment Status:	Full Time	Supervision	RN/Coordinator TOR
Hourly Salary	\$ 18.00	Manages Others	No
Number of Vacancies:	1	Classification: Exempt/Non-exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept.	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		