



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Peer Recovery Support Specialist
- DEPARTMENT:** Administrative & Office Staff
- LOCATION:** Offsite – 423 NE 1<sup>st</sup> Street, Anadarko, Oklahoma 73005
- REPORTS TO:** Project Director– Tribal Opioid Response 2020

### **JOB SUMMARY:**

Peer Recovery Support Specialist will be responsible for the completion of activities associated with the WAT Tribal Opioid Response 2020 (TOR) project. Oftentimes referring to the SAMHSA guidelines, to increase awareness and understanding of opioid misuse and the importance of Medication Assistance Therapy (MAT) in treating Opioid Use Disorder through stakeholder development, public education, and engagement of medical providers willing to prescribe MAT. Works in collaboration with clients and clinical staff in the best interests of the individual's recovery process, by offering knowledge for their journey to recovery and guidance in navigating relevant benefits and services. This position may work outside the normal work week.

### **CORE DUTIES AND RESPONSIBILITIES:**

1. Help conduct seminars and appropriate training throughout the community. Engage tribal communities and partnering entities to develop support for the program.
2. Coordinate outreach events and activities to promote substance abuse prevention and awareness, community health promotion, and disease prevention. Promote events in the community through flyers, newspapers, and possibly radio advertisements.
3. Responsible for the development and implementation of the Outreach Activity data tracking forms.
4. Collect and maintain accurate records of benefits enrollment and billing documents.
5. Link up with various community organizations and resources to provide additional support for patients throughout their transition to continue with sobriety.

6. Perform as Liaison between client and various offices that provide relevant benefits. Incumbent will become familiar with the Wichita and Affiliated Tribes benefits as well as other benefits available through state or tribal resources.
7. Handles the logistics of patient arrival and departure, arranging/providing transportation, managing follow-up appointments, and working with the facility administrators/staff members.
8. Provides information, education and healthy coping skills in regard to recovery and sobriety.
9. Will be the liaison between care manager, clients, clients, families, and health care providers to ensure clients and families understand conditions and treatment.
10. Must attend and complete all required training as required by program and SAMHSA grant.
11. Submits requisition requests for payments and attaches all required supporting documentation. Delivers and/or mails payments to vendors.
12. Must have the ability to organize and maintain clear and concise records.
13. Facilitate and implement the White Bison 12 step curriculum at the recovery support group, and be willing to self-disclose about personal recovery journey.
14. Greets all Tribal Members and visitors, and directs them to the appropriate office as requested. Provides Tribal Members and visitors with information of a routine nature if necessary or requested.
15. Answers telephone, takes messages, upkeeps and daily calendar, schedules appointments and other duties related to the position as necessary or assigned.

### **EDUCATION AND EXPERIENCE:**

1. Prefer a Bachelor's Degree in Public Health, Behavioral Health, Social Sciences, Human Services, or related field. Experience and training in mental health projects and/or a combination of education may be substituted. However, candidate must have completed at least two (2) years in Public Health, Behavioral Health, Social Sciences, Human Services, or related field from an accredited College or University or; have at least three (3) years of experience providing training and/or community outreach activities or; must be certified Peer Recovery Support Specialist through the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) or candidate must have gone through recovery and must be able to obtain certification in one (1) year of being hired.
2. Knowledge of substance abuse, behavioral health, mental health, and related service systems. Have demonstrated recovery from a mental illness, substance use disorder, or both.

3. Must be computer literate and able to operate software for letter processing and spreadsheets, must be knowledgeable in Microsoft Word, Excel, and PowerPoint database.
4. Demonstrated ability to foster collaborative relationships. Ability to establish and maintain a positive working relationship with others, must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding the program. Able to respond appropriately to an emergency or a crisis, this experience and training must be documented by previous work experience.
5. Proven ability to work well with Indian families and children, and must have positive human interaction skills, this experience must be documented by previous work experience.
6. Possess CPR/First Aid/AED certification, or obtain within six (6) months of employment.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from the floor, and bending. Frequent near vision uses for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

**SPECIAL REQUIREMENTS:**

Possession of a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Must pass a background investigation for suitability in accordance with the Indian Child Protection and Family Violence Prevention Act. Must sign a Confidentiality Agreement and abide by confidentiality regarding the program. Indian Preference applies. Must be able to work flexible hours and willing to work after 5:00 PM and on weekends when necessary. Direct Deposit is required.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

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EMPLOYEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT SUPERVISOR

\_\_\_\_\_  
DATE

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**CHIEF OPERATIONS OFFICER**

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**DATE**

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**HUMAN RESOURCES DEPARTMENT**

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**DATE**

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*Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.*