



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Parent Peer Specialist/Family Coordinator

LOCATION(S): Red Cliff Community Health Center
Noojimo'ewewin Center

WAGE: \$13-15 per hour, Plus Benefits

SUPERVISOR: Project Coordinator

THIS IS A REGULAR FULL-TIME NON-EXEMPT

JOB SUMMARY: Certified Parent Peer Specialists (CPPS) combines their unique lived experiences of mental health and/or substance recovery with solid skills peer specialist training to support and mentor parents and guardians of adolescent and transitional age youth (12-25 years) who have mental health and/or substance abuse disorders. This position will work closely with Red Cliff Community Health Center primary care and behavioral health team to support youth and families to gain access to supportive services and screening, brief intervention and referral to substance abuse and/or mental health treatment services (SBIRT).

DUTIES AND RESPONSIBILITIES:

1. Promote the coordination and integration of family centered care to ensure substance abuse and/or mental health services involve family and natural supports.
2. Provide outreach and prevention services to individuals and families requiring assistance with substance abuse and mental health issues.
3. Identify and articulate the parent or guardian's needs or concerns and assist them with sharing concerns with primary providers, substance abuse providers, mental health provider and other service providers.
4. Confer with clients to discuss their options and goals to establish services, treatment, recovery and aftercare services.
5. Locate barriers to the family's success in recovery, employment, school, transportation and work with clients to develop strategies for overcoming these barriers.
6. Assure healthy boundaries and ethics with clients at all times.
7. Follow all Wisconsin state rules and regulations for Peer Specialists.

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8. Prepare and maintain records, data entry and including documentation of client services, progress notes and relevant correspondence.
9. Confer with physicians, mental health and substance abuse providers to develop service plans and monitor progress to determine needs of resources and services.
10. Serve as liaison with respect to behavioral health issues with other Tribal and non-Tribal health and human service programs, which impact the local community.
11. Collaborate with other Tribal and non-Tribal programs and individuals to implement appropriate joint programming (examples: Child Protection Team and Coordinated Services Team).
12. Ensure the confidentiality of all client specific information and data in accord with federal and state guidelines and requirements.
13. Present a professional, caring image for the Center and its programs.
14. Maintain a cooperative relationship with other staff and coworkers.
15. Demonstrate tact, courtesy, and respect in communication and interaction with Center community members, visitors, and staff and with outside agencies and program
16. Promote a working environment noted for effective cooperation and collaboration between programs, services, and co-workers.
17. Attend meetings, workshops and trainings as directed by immediate supervisor.
18. Assist the Project Coordinator as needed in his/her assignments.
19. 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.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Knowledge of and sensitivity for Ojibwe culture and traditions.

QUALIFICATIONS:

1. High School Diploma or General Education Development (GED) Certificate.
2. Parent or Guardian of a child with social, emotional, behavioral, mental health and/or substance use challenges.
3. Must Pass Wisconsin Caregiver Background Check for Certified Peer Specialist.
4. Wisconsin Parent Peer Specialist Certification, preferred.
5. Qualify for Certified Parent Peer Specialist training and obtain certification within six months of employment.
6. Minimum of two years in recovery is required.
7. Work experience or volunteer activities in the field of substance abuse treatment, preferred.
8. Sound judgment and the capacity to respond to unusual circumstances and emergencies.
9. Have the ability to work under stressful conditions.
10. Ability to deal constructively with emergencies and conflicts.
11. Good interpersonal skills and the ability to get along with diverse populations (clients, co-workers, professional staff, administration and the public).
12. Excellent communication skills, written and oral.
13. Ability to operate standard office machines.
14. Knowledge in medical billing and insurance, preferred.

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15. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

PERSONAL CONTACTS: Considerable daily contact will be made with the general public, tribal leadership, Program Directors and staff, consultant(s), and the Tribal Community.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage or shelving.

WORK ENVIRONMENT: All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs 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 behavior or attitude that tarnishes the image or name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: October 16, 2018

DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

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www.redcliff-nsn.gov
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(715) 779-3700 ext. 4268 or 4267

The Red Cliff Community Health Center is a Drug-Free Workplace in accord with the Drug-Free Workplace Act of 1988, P.L. 100-690, and has a Drug-Free Workplace Policy in effect.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

EMPLOYEE BENEFITS PACKAGE - FULL-TIME EMPLOYEES

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.

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