



<b>Employee Job Description</b>		
<b>Position Title: Recovery Coach / Peer support Specialist</b>		
<b>Position ID #</b>		
<b>Facility: St. Croix Tribal Health and Human Services Clinic</b>		
<b>Job Family:</b>	<b>Comp Grade: Scale K-1 Negotiable Based on Experience</b>	<b>Status: FT</b>

### **Position Summary:**

Peer-Recovery Advocate will be a supportive staff person for the Wings of Migizii Program, service providers, Judicial System, and the St. Croix Tribal Communities. Peer Recovery Advocates will work closely with the Program Manager by assisting clients throughout their process in recovery. Working with families and friends, building morale for the communities, and helping with sober events for youth, elders, and families.

### **Essential Functions:**

- Promote Sobriety (recovery) and healthy living.
- Plan and organize meetings, activities, and planned events.
- Assist the Program Manager in client transitions from Correctional Institutions.
- Promote Cultural Renewal

### **Duties/Responsibilities:**

- Client Services
- Creating a safe, effective environment for clients
- Listening, and being supportive with clients
- Teamwork and coordinated care for a client
- Engage clients with resources
- Health promotion and maintenance
- Maintain absolute discretion, and confidentiality.
- Transporting clients to and from events, and treatment facilities.
- Advocating for clients

**Note:** The essential functions are intended to describe the general contents of an requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlines by the incumbent's immediate manager.

**Directly Reporting to:**

Health and Human Services Director/Grant Manager

**Scope and Complexity:**

Interacts with all levels of management and employees: often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices. Knowledge of HIPPA policies and procedures.

**Physical Demands/Environment Factors:**

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 50 pounds,
- Requires significant use of employer provided computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- Will require off-site travel.

**Minimum Qualifications/Education Requirements:**

- Personal and/or professional knowledge of substance abuse and integrated services
- Experience with communication, facilitation, organizational skills, and the ability to multi-task.
- REQUIRED – NO EXCEPTIONS: A Wisconsin driver license with an acceptable driving record
- Must demonstrate ability to assess client needs. Able to identify potential issues and proactively contain and manage challenges.
- Provide outreach and service coordination for referred patients.
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building
- Must have demonstrated ability to work collaboratively with all levels of employees and managers
- Requires effective presentation, verbal and written communication skills.
- Need commitment to timeliness and attention to detail for acceptable customer service.
- Excellent writing skills.
- Willing to obtain either the Wisconsin Peer Support Specialist Certification, Recover Coach Certification, and/ or Prevention Specialist WI Licensure. Training costs covered by the grant.
- Obtain Training on Naloxone
- Annual training per employment demands.

**Preferred Qualification:**

- All of the above
- Wisconsin Peer Support Specialist Certification, Recover Coach Certification, and/ or Prevention Specialist WI Licensure and a minimum of 1 year of experience.
- Medical or Behavioral Health background

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

---

Employee Printed Name	Employee Signature	Date
-----------------------	--------------------	------

---

Supervisor Printed Name	Supervisor Signature	Date
-------------------------	----------------------	------