

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
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JOB DESCRIPTION

TITLE: Recovery Coach I, II, III

DEPARTMENT: TRIBAL HEALTH AND HUMAN SERVICES
BEHAVIORAL HEALTH, SUBSTANCE USE DISORDER PROGRAM

SALARY: \$13.26 – \$16.76 G6-9/ S-1 DOQ

OPENS: November 28, 2022

CLOSES: December 9, 2022

CAREER STATUS: **NON-EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL PURPOSE:

This is a career ladder position. Compensation and career advancement opportunities are aligned with the applicant and/or the selected employee qualifications.

Shoshone-Bannock Tribal Health and Human Services is responsible for effective delivery of Behavioral Health service to the Tribal Membership and to eligible Native American recipients.

As a member of a multidisciplinary treatment team, this position provides peer recovery coach services, mentorship, guidance, advocacy and community recovery resources, and provides community prevention, training and outreach services.

The Tribal Health and Human Services department implements continuous quality improvement practices. Professional development is encouraged through a combination of work experience, self-study, formal training, and education. Career advancement is possible when advanced health care professional proficiencies, education, certifications; licensures are acquired and result in significant service delivery improvements and significant expansion of position responsibilities.

SUPERVISOR:

The Recovery Coach is supervised and evaluation by the Recovery Service Coordinator and received general supervision from the SUD Clinical Supervisor.

DUTIES AND RESPONSIBILITIES:

The Recovery Coach will apply peer recovery coach domains aligned with to their level of training, knowledge, and proficient/skills in peer recovery coach domains. Will help and motivate community members to seek appropriate services for treatment and recovery. Will provide direct outreach for services, peer support groups, life skill and wellness classes, advocacy, mentoring, peer education, resource information, establish wellness plans, client follow-up and transportation, will facilitate community prevention presentations, workshops, recovery activities and recovery coach training.

Will attend scheduled weekly program staff meetings, assigned case staff meetings, and other committee meetings as assigned. Will assist with general guidance and direction of the recovery coach personnel, complete client contact documentation and narrative reports of activities, and other special project reports as assigned.

Utilizes knowledge and understanding of the Shoshone-Bannock people, possess basic principles of cultural competency, establish a professional working relationship with agencies, community groups and other agency resources.

Provides client services and community information using appropriate verbal and written communication skills.

Other duties as assigned and responsibilities will include other prevention and community activities needed to carry out position functions and will actively participate in quality improvement projects.

GUIDELINES:

Demonstrate professional responsibility and ethical behaviors by adhering to established professional code of ethics, the Idaho Board of Alcohol/Drug Counselor Certification (IBADCC) Code of Ethics for the Peer Recovery Coach.

Maintains strict confidentiality of information adhering to State, Federal and Tribal and Behavioral Health Program Policies and Procedures. Includes DHHS, I.H.S., HIPAA, and state codes and regulations, program contracts and written policy statements, 42CFR, regarding patient's confidentiality.

MAINTAINS STRICT CONFIDENTIALITY OF ALL PROGRAM INFORMATION INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of patient/client protected health information and/or confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Responsible for modeling high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes. Required as a condition of employment to conduct them self both on and off the job in a manner that brings credit to the Tribal Government.

Duties and responsibilities will include other activities needed to carry out the THHS department and program functions.

Demonstrates fully effective to exceptional performance for each evaluation factor including but not limited to:

- Has a reliable attendance record and is a dependable and accountable employee
- Is pro-active and completes tasks in a timely manner

- Demonstrates proficient skills in peer recovery coach domains
- Provides proactive outreach services aligned with client needs
- Adheres to established professional code of ethics, the Idaho Board of Alcohol/Drug Counselor Certification
- Able to adapt quickly to changes.
- Completes tasks in a timely manner.
- Ability to work independently.
- Communicates in a clear, concise, and timely manner
- Establishes professional working relationships with all job contacts.
- Projects a professional attitude and appearance.
- Participates in continuous quality improvement, professional development, course work, and training opportunities to enhance service delivery and career development.
- Ensures compliance with AAAHC standards for position's scope of work
- Completed all mandatory THHS required trainings and quarterly drills.
- Complies with the THHS Employee Health Policy and annual immunization schedule.
- Complies with THHS Policy Manual
- Complies with Tribal Management Systems policies and procedures.
- Maintains a secure workstation that protects patient/client information in compliance with THHS department's HIPAA policies and information system security rules of behavior.

QUALIFICATIONS:

The qualification requirements and compensation assignments are progressive and aligned with the following level of education, experience, and job performance:

- **Recovery Coach III:** Certified Peer Recovery Coach (CPRC), High School/GED, must possess knowledge of peer recovery coach service with 2 year of direct service experience, completed Recovery Coach Academy and certified within a state board **Grade 9**.
- **Recovery Coach II:** Provisional Certified Peer Coach (P-CPRC), High School/GED, must possess knowledge of peer recovery coach service with 1 years of direct service experience, completed Recovery Coach Academy and verification of provisional certification within a state board **Grade 8**.
- **Recovery Coach I** (Trainee Entry Level), must possess knowledge of peer recovery coach service, High School/GED and/or provisional waiver for individuals who provide official documentation of active GED student status, and be able to complete state provisional certification within a one-year period to retain employment. Entry level **Grade 6** and may be eligible to advance to **Grade 7** after 1 year of direct service experience and an effective performance rating of 3.0 or higher.

Preference: Certified Peer Recovery Coach with Idaho Board of Alcohol/Drug Counselor (IBADCC), if not IBADCC certified, must meet criteria for IBADCC certification within one year of employment.

Preferred Qualifications

Professional experience in a multidisciplinary Peer Recovery Support Services program, which includes knowledge, direct service experience, and a high level of proficient skills as a Peer Recovery Coach. Provide recovery coach academy certificate of completion.

Must be skilled in current computer applications including word processing, browser basics, common keyboard commands, basic hardware terminology.

Must have maintained a minimum of 6 months of sobriety prior to hire and must have two (2) letters attesting to his/her alcohol and drug free recovery.

Applicants who are being considered for a job offer will receive a pre-employment reference check that must verify an employment history that demonstrates creditability, dependability, and exceptional employment history. The Tribes will complete a criminal history background check in compliance with job specific requirements. The results must indicate suitability for employment.

Positions that have regular contact or control of children will receive a background check in compliance with the Indian Child Protection and Family Violence Prevention Act (25 CFR Part 63) and the screening results must indicate suitability for position.

Must have a valid Idaho driver's license and be insurable under the Tribe's insurance carrier.

Preferred Knowledge, Skills, and Abilities:

- Knowledge of the Shoshone-Bannock Tribes culture and traditions and/or languages.
- Knowledge of the applicable Federal, State, and Tribal laws, statutes rules, regulations pertaining to position's scope of work.
- Knowledge of the Health Information and Portability and Accountability Act (HIPAA), and 42 CFR part 2.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.