



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## RECOVERY COACH

### *Position Description*

**Opens: July 23, 2021**

**Closes: July 30, 2021**

<b>Department:</b>	Health and Human Services	<b>Reports to (title):</b>	New Moon/Substance Use Disorder Director
<b>Job Code:</b>	N-10	<b>Job Location:</b>	Bois Forte Tribal Government Office - Nett Lake, MN
<b>Pay Range:</b>	Negotiable	<b>Supervises:</b>	N/A
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	05/04/2021
		<b>Revision Date:</b>	05/05/2021

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Recovery Coach will be to assist in providing culturally and linguistically appropriate education to family members, caregivers, schools and the community about prevention, treatment, and recovery strategies for SUD/ODU, including naloxone use and distributions sites.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Work with a team that is committed to the health and well-being of American Indian families and communities to help find useful solutions and educational approaches for substance use prevention, intervention, recovery and harm reduction.
2. Assist in reducing stigma and barriers to treatment by enabling individuals, families, and caregivers to access treatments for SUD/ODU and connecting them to community-based services and social supports, including enhancing the coordination for people leaving treatment facilities and/or the criminal justice system.
3. Build and nurture relationships and partnerships through community outreach.
4. Work with community members to identify effective strategies and educational tools.
5. Provide education and training to the community.
6. Build trusted relationships and partnerships with American Indian community members and leaders.

## *Position Description*

7. Support the development of community coalitions in Northern St. Louis, and Koochiching counties in collaboration with community members and leaders and project team.
8. Work with community members and leaders to develop strategies to reduce opioid use, strengthen support systems for recovery and reduce stigma around substance use.
9. Participate in community and University of Minnesota meetings.
10. Assess needs and existing resources of tribal communities and counties in addressing the opioid crisis by working with key community members, agencies and other service providers.
11. Collaborate with project team and community members to identify culturally responsive, informal, and formal education tools and resources.
12. Market/promote community education and training throughout the community using a variety of methods.
13. Teach workshops and trainings.
14. Complete required forms, track activities and complete expense forms in a timely manner.
15. Assist with creating and delivering written and verbal reports as required by stakeholders and funders.
16. Maintain confidential client records.
17. Perform other duties as assigned.

### **MINIMUM MANDATORY QUALIFICATIONS**

- |  |  |
|--|--|
| Experience:  | <ul style="list-style-type: none"><li>• Two (2) years' experience working in Health, Education, Behavioral Health or Human Services</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• Associates Degree in Behavioral Science or other related field.</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• Valid Minnesota driver's license, reliable transportation and valid liability insurance.</li><li>• Certified Recovery Coach or become certified within six months.</li><li>• Certified Trained Medication Aid (TMA) or become certified within six months.</li><li>• CPR Certified or become certified within six months.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Knowledge in Tribal Behavioral Health, Health and Human Services Programs.</li><li>• Knowledge of mental health, substance use disorder and family relationships.</li><li>• Maintain thorough documentation to support reimbursement for services delivered.</li><li>• Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPPA), government regulations, federal privacy act and agency rules.</li><li>• An understanding of the diversity of shared values, practices and beliefs across Indian Country.</li><li>• Minimum of 2 years continuous recovery.</li><li>• Worked or lived in an American Indian community.</li><li>• Experience in delivering education (informal, formal, community, etc), community organizing, or community health promotion.</li><li>• Experience planning, teaching and organizing events.</li><li>• Proficient written and verbal communication skills.</li><li>• The ability to maintain a flexible work schedule, including some evenings and weekends.</li><br/><li>• Must maintain confidentiality at all times.</li><li>• Must be capable of passing an extensive background investigation and adjudication.</li><li>• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames</li></ul> |

## Position Description

and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.

- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

### PREFERRED QUALIFICATIONS

- N/A

### WORK ENVIRONMENT

- Work environment: Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks and adjudication to qualify for this position.

# RECOVERY COACH

## *Position Description*

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

*Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**