

NORTHERN CHEYENNE TRIBE  
TRIBAL BOARD OF HEALTH  
JOB ADVERTISEMENT

POSITION: Peer Advisor

SALARY: \$17.00 per hour

DEPARTMENT: NCTBOH - Northern Cheyenne Recovery Center (NCRC)

ACCOUNTABLE TO: Clinical Supervisor and Director of NCRC

CLASSIFICATION: Regular Full-time, Covered, Non-exempt

**»OPEN UNTIL FILLED«**

How to Apply: Submit a completed application with all requested documents:

1. Completed Northern Cheyenne Tribe Application for Employment
2. Current RESUME
3. Three current (within 1 year) letters of recommendation (one must be past/present employer)
4. Tribal Certification of Indian Blood (CIB) (If claiming Indian Preference)
5. DD214 (If claiming Veteran's Preference)
6. Current State of Montana Driver's License
7. Copies of credentials or certified copy of transcripts to:

Northern Cheyenne Tribe  
Attention: Human Resources Office  
P.O. Box 128  
Lame Deer, MT 59043

**ALL APPLICATIONS ARE ACCEPTED by Human Resources Department  
And FORWARDED to the Programs/departments.  
ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

(Revised 3/14/17)

**SUMMARY OF WORK:** This position shall serve to assist patients and participants of the Northern Cheyenne Recovery Center in organizing services. The position supports an integrated system of care within the program. This position involves close collaboration with the patient, family and significant other, in the management of treatment activities and other addiction counseling services including facilitating the "Well-briety" Modality. This position serves as the liaison to the community for treatment resources and provide advocacy for the patient in the program. This position will be responsible for conducting case management and follow up with patients and will maintain an appropriate filing and data system.

### **JOB CHARACTERISTICS**

**Nature of Work:** The position completes the intake process and orientation for assigned patients who then are referred on to an Substance Abuse Counselor. The position participates in negotiating, advocating, conflict resolution, problem-solving and mediation on behalf of the patient. The position establishes and maintains non-judgmental, respectful relationships with patients, their family and other service providers. The position researches and advocates for community based services dependent on the patient needs and makes referrals to non-substance abuse services. The position promotes overall wellness and support activities in the community.

**Personal Contacts:** This position shall make phone contacts with patients, face to face contacts, and family contacts. This position shall contact Primary Residential Treatment Centers, Social Services, Probation Officers, court systems, and/or other interested parties and related programs.

**Supervision Received:** Clinical supervision for this position is provided the Clinical Supervisor and Administrative supervision is provided by the Manager of NCRC.

**Supervision exercised:** N/A

**Essential Functions:** The purpose of this position is to assist the SAC in duties such as running "Well-briety" groups, coordination of care for the SAC/Peer Advisor caseload and ensuring Level of Care placement from ASAM criteria recommendation. This position documents all patient contacts on AccuCare, handles patient files with integrity, updates all information in AccuCare, provides community outreach when assigned by participating in chemical dependency prevention/education activities and may do public speaking. This position ensuring the safety and security of patients, completes appropriate documentation and reports to the SAC and/or

Clinical Review Team in a timely manner. The Peer Advisor must abide by the Tribe's Personnel Manual and the Northern Cheyenne Recovery Center's Policy and Procedure Manual.

### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE**

Incumbent must type clear and concise reports, update all new information in patient file on AccuCare record management, verify patient's signature, tribal enrollment, alternate resources,

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drivers licenses, and obtain signature for any additional releases of information. The incumbent must document all patient contacts in narrative form and enter data on the electronic case management system. Under new Montana State legislation peer advisor are required to work with "Behavioral health" includes a person with a diagnosis of:

- (a) a mental disorder, as that term is defined in 53-21-102; or
- (b) chemical dependency, as that term is defined in 53-24-103.

Behavioral health peer support" means the use of a peer support specialist's personal experience with a behavioral health disorder to provide support, mentoring, guidance, and advocacy and to offer hope to individuals with BEHAVIORAL HEALTH disorders.

Incumbent will provide coordination placement for Primary Residential Treatment (PRT). Incumbent shall obtain the quote from PRT placement, and ensure requisition/purchase order completion for treatment payment. Coordinate travel with Recovery Driver, and may be required to occasionally transport patient(s) to and from PRT, Detox (with referral and payer confirmation from IHS), or other facilities on an as needed basis. Incumbent is responsible for notifying and communicating with patient.

Incumbent shall report to Substance Abuse Counselor, the Clinical Supervisor and the Recovery Director. Incumbent must be able to fax documents to appropriate treatment service, keep files neat, coordinate daily data entry, conduct patient follow-ups and assist SAC.

Incumbent must be able to maintain efficient time management skills and abilities; demonstrate accuracy, attention to detail and effectiveness; and perform work with efficiency, consistency and timeliness.

Incumbent must be dependable and conscientious in performing job duties including running "Wellbriety" groups; must demonstrate the appropriate level of written and verbal communication skills; must adhere to the Tribe's Personnel Manual and the NC Recovery Centers Policy and Procedure Manual; and must adhere to 42 CFR, HIPAA, and the Privacy Act.

### JOB REOUIREMENTS

**Knowledge:** The incumbent must have knowledge of Cheyenne cultural values and norms of identity, age, gender roles and kinship relations, in the prevention, treatment and recovery of substance abuse issues for tribal members. The incumbent shall be knowledgeable in developing and conducting peer support groups for substance abuse and alcohol treatment services. The incumbent must have knowledge in assisting patients in organizing services and support as an integrated system of care with other agencies.

**Skills:** The incumbent must have excellent verbal communication skills; be able to advocate and network with other agencies involved in the patient's treatment plan and program services. The

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incumbent shall engage in screening, case management, intake, crisis intervention, orientation, client education, consultation, assessment, referral, treatment planning, reports/record keeping and counseling patients and their families under SAC guidance. Be computer literate.

Abilities: The incumbent must be able to plan and organize and be efficient in all assigned tasks. The incumbent must be able to enter data in case management software system (AccuCare). The incumbent must be able to work with valuable patients who are dealing with substance abuse disorders and behaviors. Must get along with all staff members. Incumbent must be available to work flexible hours, weekend and holidays.

### EDUCATION AND EXPERIENCE

Preferably Peer Advisor certified. Associates Degree is required.

Certification for Peer Specialist through the state of MT and

Alcohol & Drug Counselor (CADC I) attainment must be completed within 6 months.

Must have two (2) years of continuous recovery, will be a plus if you have gone through alcohol and/or drug treatment.