



***Our Mission -
To empower women to achieve life changing recovery through proven
treatment and critical support services.***

Job Title: Native Peer Specialist
Reports to: Coordinator of Peer Services
Job Classification: Non-Exempt

Position Summary:

Establishes an ongoing peer relationship with potential clients, current clients, and discharged clients, including potential clients that call for services or are referred to St. Monica's.

Job Duties:

- Pre-arrange children visits with DHHS so visits begin soon after the client is admitted into services.
- Conduct a cultural client needs assessment to determine each woman's specific needs related to cultural traditions, customs, food/eating, potential program conflicts. Address those specific needs with the full treatment team and program staff to assure understanding and staff support.
- Provide individual economic resource information to increase long term success and security through sharing of employment opportunities during and beyond treatment.
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- Serve as back up to assist clients with gathering necessary paperwork for the intake appointment and coordinate planning in preparation for treatment. Preparation may include plans for care of children, housing assistance, what to bring and where to store the rest, care of their vehicle, legal obligations, and other related matters. Provide resources to client identified family members, including Al Anon, AA, NA and any other age and situation appropriate support groups.
- Schedule and meet clients on the day of admission. Accompany clients to their program appointment, conduct tours and a brief orientation into the program, physically show the client to their room, and introduce them to staff and clients in the program.
- Develop and facilitate one or more Native American Peer support groups on site at the Lincoln Indian Center.
- Work to develop opportunities for family involvement for Women are Sacred graduates beyond treatment within the Native American community and the Lincoln Indian Center.
- Is knowledgeable about typical ages and stages of children and reports any concerns about children's development and/or parenting methods to the Clinical Director of Family Services.
- Ensure clients have a strong Native recovery connections and support that includes the ability to participate with support systems at discharge, plan for support group involvement including (AC, NA, AA, Safety Plans, Red Road, and wellness/recovery groups within the Lincoln Indian Center. Assist clients with obtaining employment through working with their counselor, community support and/or case manager and outside agencies like Vocational Rehabilitation and Workforce Development.



A United Way Agency

- Is aware of signs of emotional distress, child abuse and neglect and is familiar with and complies with mandatory reporting procedures.
- In conjunction with other Peer Specialist staff, plan and support the Alumni group, including monthly meetings, meeting minutes and communication to alumni members and staff of activities.
- Work with Program Manager(s) for a warm hand off to ensure client orientation is within the first 8 hours of admission to continue to build relationships, rapport, and comfort with peers and staff. May review the program handbook with clients and insure all have consistent correct information.
- Assist women with carrying out their individual parenting plans as needed.
- As clients near graduation, increase involvement with the client and assist with discharge planning, supportive services, and transition into community.
- Continue to serve clients as they transition into the community by checking in 2-3 times per month offering suggestions, supporting recovery, and offering parenting support as needed.
- Ensure clients have strong recovery connections and support system with an ability to participate with support system at discharge and post discharge; plan for support group involvement (Aftercare, NA, AA, Safety plans, etc.) Assist clients with obtaining employment through working with their counselor, community support and/or case manager and outside agencies like Vocational Rehabilitation and Workforce Development.
- Link clients with outside support that is culturally relevant, providing clients with resources that respond to their cultural needs.
- Provide staff support to weekly AA meeting and weekly Peer Support Group, if applicable.
- Attend Peer Support monthly meetings at the Region V office to network with other Specialists.
- Assist client with completion of assessments, surveys, and other data collection as requested by the agency for reporting purposes.
- Contact clients with children added to the waitlist within one working day. Peer Specialist may be required to meet clients out of the office at public places like the hospital, Crisis Center, Jail, City Mission, AA and/or NA meetings.
- Assist with successful client transitions from one level of care to another.
- Facilitate transitional housing needs with clients in both Federal Drug Court and St. Monica's programs with a focus on women and children.
- Engage with outpatient clients to help keep them engaged with the therapy and check in on them if they stop coming. Will also have individual peer support sessions to formulate a recovery skills plan.
- Performs other duties as assigned by management

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to act with integrity, professionalism, and confidentiality.
- Abide by HIPAA and 42 CFR confidentiality requirement which include but not limited to businesses, family members, friends of clients, and other agencies and the public including safekeeping of client identified materials.
- Support St. Monica's Home in the organization's objective to be a diverse, equitable, inclusive, and accessible workplace.

- Follow all agency and program policies and procedures including philosophy, confidentiality, ethics, and safety procedures.
- Regular and on time attendance required.

Position Competencies:

- Verbal communication
- Written Communication
- Organizational Skills

Education and Experience:

- High school diploma, GED, or equivalent certification; Completion of treatment in a substance abuse treatment program; Minimum one-year post-treatment; Prefer Human Services education and experience and/or PLDAC/LDAC; WRAP Certification preferred; ability to work in cooperation with internal and external agencies; ability to work with and advocate for individuals with diverse backgrounds and diverse points of view.
- Must be at least 21 years of age.
- First Aid / CPR and Medication Aide certificate required or ability to be certified.
- Driver’s license and valid insurance required upon hire.

Physical Requirements:

- Ability to lift 25 lbs. regularly, climb and descend stairs.
- Ability to thrive in a fast paced, deadline-oriented work environment

St. Monica’s Home is an equal opportunity employer. We do not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, ethnicity, disability, gender, sexual orientation, gender identity, or national origin.

EMPLOYEE SIGNATURE:	
DATE:	
SUPERVISOR SIGNATURE:	

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