

TEMPORARY WITH BENEFITS
GRANT ENDS 09/30/2020

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Lead Recovery Coach (grant funded – Ends 9/30/2020)

EXEMPT: No	JOB CODE: 4-TS T5
TARGET SALARY: \$13.56 - \$15.95/DOQ	SHIFT: M-F Flex 40 hours
PROGRAM: Clinic	LOCATION: 100 Wellness Way
REPORTS TO: Chemical Dependency Clinical Supervisor	

SUMMARY: This position serves as a Recovery Coach at the Makah Recovery Services Department of the STIHC. The primary function of this position is to provide Recovery Coaching to individuals and families to help facilitate mental health and substance use recovery. This includes providing direct client services to individuals such as case management, skills training, health promotion, crisis intervention, transportation, etc. depending on client need. Services may be provided in office or community settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Support clients at Makah Recovery Services in achieving their self-identified Wellness Plan goals.

Assist those in recovery with the development of social skills, to build a support system, and develop a sense of community.

Work directly with clients to assess needs and match them with resources in the community that will foster personal and professional growth.

Consult, cooperate and engage with referral sources to facilitate linkage, referral, crisis management, advocacy, and follow-up with the focus of attaining treatment goals.

Maintain regular contact with treatment staff to inform, and be informed, of client progress, and make/follow recommendations for individualized client care.

Coordinate follow-up services for clients upon discharge from Inpatient Treatment programs to facilitate a successful transition back into the community.

Transport clients to and from Inpatient Treatment facilities, support groups and other recovery supported events.

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Document client progress/regress, maintain records and create reports in a timely manner.

Maintain patient confidentiality according to applicable Tribal, STIHC, 42 CFR Part 2, HIPAA and other relevant policies, procedures, regulations and laws.

Maintain a basic understanding of informed consent, confidentiality in treatment, and protocols around obtaining this consent in order to provide necessary follow-up.

Assist Makah Recovery staff with IOP/OP group needs, assist with planning and implementation of activities, and to motivate clients to continue in recovery.

Act as a Recovery Advocate for stigma reduction and community education related to substance abuse and recovery.

Provide ongoing emotional support to help their clients after their initial treatment program is complete.

Work schedule may include occasional weekends, evenings, and Holidays as needed.

Participate in quality improvement and quality assurance efforts, safety drills, staff trainings and meetings.

KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general medical periodicals, professional journals, procedure manuals, safety rules, operating and maintenance instructions, or governmental regulations.

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and community members, in a courteous, professional manner, using tact and diplomacy.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units or measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS

Knowledge of English, grammar, spelling, punctuation and a variety of letter and report formats in order to prepare correspondence and reports.

Knowledge of standard office procedures necessary to provide for the smooth and efficient operation of the program by maintaining appointment calendars and schedules, tickler files, setting up meetings and conferences, etc. This person should have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work.

Knowledge of standard filing systems in order to prepare, file and retrieve various documents efficiently.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Ability to handle emergency situations and participate in clinic or community disaster drills.

Ability to maintain strict confidentiality of records and information pertinent to the nature of work.

Knowledge of HIPAA (Health Insurance Portability and Accountability Act) and the use of confidential information and health records as a integral part of the interviewing office function and the privacy of individuals which must be protected to the fullest extent possible.

Knowledge of 42 CFR Part 2.

Ability to communicate with people in-person and by telephone in a friendly and helpful manner.

Ability to work independently as well as part of a Team.

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Knowledge of community resources including substance use and/or mental health treatment, education, medical, housing, vocational training and employment, and social services, and advocacy, and be familiar with methods to access these resources.

Knowledge of basic case management skills to assist individuals with case management needs.

Ability to establish and maintain effective relationships with employees, officials and the public.

Must have a working competence in computer applications and the ability to use major computer software, especially word-processing, spreadsheets and databases.

This position may require travel for training purposes; employee must be able to travel for up to 7 days in a row.

EDUCATION and/or EXPERIENCE

High school diploma or GED.

Previous experience or knowledge (either personal or a child) with addiction and mental health diagnosis preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Will be required to drive a Tribal GSA vehicle to perform job duties. Must have a valid Washington State Driver's license and be insurable. A driving history/background check will be conducted on the applicant.

Must possess blood borne pathogen training or the ability to obtain it within 10 days from the date of hire. Failure to obtain will result in termination of employment.

Must have a First Aid/CPR card or ability to obtain within 4 weeks of employment or as scheduled by the supervisor. Failure to obtain will result in termination of employment.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

PHYSICAL DEMANDS:

The work is mainly sedentary but will occasionally require ability to lift up to 20 pounds. While performing the duties of this job, the employees is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or

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legs. Must be able to safely operate a motor vehicle and be insurable under the tribe's insurance.

WORK ENVIRONMENT:

Work is performed both in an office setting and in the field. There is potential exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The work may include a certain amount of exposure to hostile and emotionally disturbed clients, family, and visitors.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

Exceptions:

Measles and rubella - If you were born before 1957 you are **not required** to have the measles and rubella immunization nor do you need to provide documentation.

Special Consideration: If you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

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Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

**OPEN: July 9, 2019
CLOSE: July 22, 2019**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.