



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Peer Advocate/ Case Manager
DEPARTMENT: Eastern Shoshone Recovery Program
SUPERVISION: Clinical Supervisor
SALARY: Negotiable/ Depending on Qualifications
STATUS: Permanent Full- Time
OPENING DATE: October 18, 2021 **CLOSING DATE:** November 1st, 2021

POSITION SUMMARY:

Reports directly to the Clinical Supervisor of the Recovery Program and coordinate with Counselors and Program Manager on home visits, outreaches and transportation for individuals who qualify for the Trial Opioid Response Grant services.

DUTIES AND RESPONSIBILITIES

- Transports clients to/from Eastern Shoshone Recovery Programming and activities as needed. Perimammary clientele for transporting included elderly, clients without transportation and those with physical disabilities. Clients with own transportation need to make own arrangements for travel to and from session. (This may include transportation for the occasional youth outings.)
- Develop Recovery Support systems of care for clients based on Individual treatment plan and goals. The network of programs focus is to improve self-sufficiency for client through life skills, linkage, advocacy, referral and monitoring activities.
- Conduct Outreach visits when indicated and recommended by a counselor for the purposes of case management and information gathering.
- Coordinate referrals for clients and families to other agencies, including: education institutions, vocational rehabilitation, work force development, etc.
- Maintain and understand the limits of confidentiality and familiarity with reporting laws: 42 CFR, Part 2 and 45 CFR Part 160 and 164, HIPAA and NAADAC Code of Ethics.
- Maintain a daily log of activities on scheduler and notes within the Accurate System for E.H.R. and submit reports.
- Provide supportive services for MAT clients and Positive Reinforcements for compliance to protocols of their program.
- Assist and perform coordination of client satisfaction surveys, client follow-up

services/outcome-based questionnaires and program evaluation instruments in regards to client care, client experience and treatment services.

- Various projects assigned by Director, including Front Desk Duties, greeting and other various office duties.
- Administrative support where needed (i.e., Office duties, SUD Program, Wellbriety/Community Activities, Conferences, etc.)
- Clinical Client chart maintenance to assure quality of care standards and chart completion.
- Be comfortable with group work and perform Education Groups and/or Early Intervention Substance Abuse Basic Education Information
- Attend conferences and continuing education opportunities to remain active and competent within the field of Substance Abuse and Case Management services and/or Peer Mentor training.
- Assist Program Director on Federal Reporting requirements for the Grant, input monthly narrative reports and annual reports to maintain funding.
- Coordinate with community providers of this population to assure seamless service provisions and successful outcomes.

QUALIFICATIONS:

- High School Diploma/GED
- One to two years' experience in a Mental Health or Chemical Dependency setting. Previous experience working with client a plus.
- Refrain from alcohol and drugs while employed with the Eastern Shoshone Recovery Program. Espouse a Wellbriety Lifestyle
- Must possess a valid Driver's License and be insurable under the Tribe's auto insurance.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state "See Resume" for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to rferris@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified

federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.

- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.