



## Klamath Tribal Health & Family Services

3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290  
HR Fax: (541) 273-4564

OPEN: 01-24-2019

Open Until Filled

EXEMPT \_\_\_\_\_  
NON-EXEMPT \_\_\_\_\_

### POSITION DESCRIPTION

**POSITION:** RECOVERY SUPPORT SPECIALIST

**RESPONSIBLE TO:** Prevention Supervisor

**SALARY:** GS-8 \$37,810 - \$49,615 Annual/Full Benefits  
GS-9 \$41,763 - \$54,303 Annual/Full Benefits  
GS-10 Only for Employees with 10+ years of Service

**CLASSIFICATION:** Non-Management, Regular, Full-Time

**LOCATION:** Klamath Tribal Health & Family Services  
Youth & Family Guidance Center  
Klamath Falls, Oregon

### POSITION OBJECTIVES

This position will work directly within the Tribal Community implementing Klamath Tribes culturally specific concepts regarding substance abuse and behavioral health. The Recovery Support Specialist will work alongside individuals in various stages of recovery, within cultural realms as well as service settings, and organizational contexts. While serving as role model to a clean and sober lifestyle, this position will provide counseling, mentoring, coaching, and guidance for those in the process of healing from substance abuse and addiction.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Develop and promote the *domni wac* (many horses) recovery concept within the Klamath Tribes, including but not limited to traditional behavioral health concepts regarding substance use and misuse.
2. Provide substance abuse counseling services to individuals identified as participants in the re-entry housing program and/or released from corrections institutions. Counseling to include individual, group work, urinalysis testing, and timely status reports to identified partners on client progress.

3. Facilitate weekly traditional talking circles, and as requested to allow for expression, processing, promotion of behavioral health, connection to peers, and healing.
4. Identify needs and reach out to individuals in need of referrals for behavioral health services. Promote recovery services including Wellbriety, 12 Steps, AA/NA, and use of other community agency services to aid in self help.
5. Provide pre-and post-release mentoring services for adults 18+, including reach-in to county jail and state prison facilities; and provide outreach to participants in the community.
6. Provide outreach to Klamath Tribal Youth incarcerated in Oregon Youth Authority detention centers, and their extended families. Assist in setting up visitations, and support their cultural and spiritual needs.
7. Link re-entry clients to services and resources including Case Management, and assist participants in developing trust, connection to tribal values, positive social behavior, and inclusion within the tribal community and beyond.
8. Coordinate quarterly meeting of individuals in recovery, public, and stakeholders to gather insight, feedback, ideas, and share successes.
9. Coordinate monthly recovery based activity(s) using Tribal Best Practices and recovery concepts that are engaging, include peer collaboration, and promote alcohol, drug, and tobacco free lifestyles.
10. Use life experiences as inspiration to promote self-determination, personal responsibility and empowerment among individuals recovering from or living with substance use, tobacco use, and/or mental health conditions.
11. Develop positive and collaborative relationships with tribal, local, county, and state human services agencies that serve the tribal population. This may include serving as a member on committees, boards, teams, or work groups, providing advocacy and support of recovery within Klamath County and the Klamath Tribes.
12. Participate in clinical staffing within the organization and other community agencies as invited, on behalf of the clientele.
13. Prepare and maintain monthly reports, and various records.
14. The incumbent will be called upon to accomplish other tasks within their scope of work.

## **SUPERVISORY CONTROLS**

The Recovery Support Specialist's work is performed under the general direction of the Prevention Supervisor. This position requires consistent, sound judgment and the ability to work independently with minimum direct supervision. The incumbent will work within the context of position description and program policies and procedures.

The supervisor outlines the overall program objectives and priorities, time limit, and financial resources available. The employee plans and schedules recurring work, handles routine problems, and completes work using own initiative. Exercise professional knowledge and judgment in interpreting guidelines and applicability. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.

## **KNOWLEDGE, SKILLS, ABILITIES**

Possess general knowledge of behavioral health, substance abuse, and social service delivery systems and ethics related to these fields of work.

Possess knowledge of the Klamath Tribes historical trauma, cultural norms, social culture, traditional teachings and/or ceremonies, and cultural values.

Knowledge of recovery and social service resources and programs within Klamath Tribes and Klamath County.

Ability to work effectively with peers (as a team member), individual clients and groups.

Ability to display a non-judgmental attitude and empathetic with clients who may have multiple needs.

Ability to establish and maintain cooperative working relationships with those contacted during the course of work and set healthy boundaries.

Ability to establish priorities, manage time and meet deadlines.

Ability to be punctual to appointments, meetings, and group/individual counseling sessions.

Ability to perform administrative tasks related to client documentation.

Ability to communicate clearly and concisely in an oral and written format.

The ability to operate computer hardware and software at a level needed to effectively perform job functions. This includes the ability to enter data and retrieve data and to prepare simple reports.

Ability to learn and teach new skills and to apply principles learned to new situations.

Ability to conduct public presentations.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and 42 CFR Part 2 requirements.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to possess a current State of Oregon Certified Alcohol & Drug Counselor Certification (CADC1 or higher) Must submit copy of Licensure with application. For out of state applicants; Oregon Licensure required within 90 days of hire.
- **REQUIRED** Must obtain Certified Recovery Mentor (CRM) and Peer Support Specialist (PSS) State certifications within two (2) years of hire. Must submit copy of Licensure with application.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by the Klamath Tribal Health & Family Services' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to acquire and maintain BLS certification within 180 days of hire; strongly recommend certification within 90 days of hire, probationary period will be extended for a maximum of 180 days pending certification.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and

other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

- **REQUIRED** to be free from exclusion from providing Federal health care benefits including Medicare and Medicaid as per the Federal OIG and GSA exclusion lists.
- **REQUIRED** to model a clean and sober lifestyle both on and off the job.

**Preferred Qualifications:**

- Knowledge of Klamath Tribes historical trauma as it relates to behavioral health

**Indian Preference:**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job 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 job 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 PROCEDURE**

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services  
ATTN: Human Resource  
3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603**

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 a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.