



Klamath Tribal Health & Family Services

3949 South 6th Street
Klamath Falls, OR 97603
Phone: (541) 882-1487 or 1-800-552-6290
HR Fax: (541) 273-4564

OPENS: 9/21/2020
CLOSES: 10/9/2020

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: PEER SUPPORT SPECIALIST

RESPONSIBLE TO: Recovery Support Supervisor

SALARY: GS-6, \$31,063-\$39,941 Full Benefits
GS-7, \$34,137-\$44,371 Full Benefits
GS-8, Only for employees with 10+ years of Service
Rendered with the Klamath Tribes

CLASSIFICATION: Non-management, Full-time, Regular

LOCATION: Klamath Tribal Health & Family Services
635 Main Street
Klamath Falls, Oregon

POSITION OBJECTIVES

The Peer Support Specialist (**PSS**) works as a member of the YFGC Clinical team to provide mental health outreach, recovery support, identification and referral and other community based supportive services to Native Americans/Alaskan Natives who are impacted by substance abuse, mental illness, or incarceration.

MAJOR DUTIES AND RESPONSIBILITIES

1. Support behavioral health treatment, recovery support, and prevention and promotion efforts; actively work to promote alcohol & drug free lifestyles, mental health promotion, and stigma reduction.
2. Collaborate with YFGC Clinical Team, agencies, client's support networks, and community providers to address the social support needs of clients.

3. Develop professional relationships with organizations, providers, community leaders, and advocacy groups.
4. Connect participants with recovery based supports to the degree of engagement the client needs including appropriate self-help support, cultural events and activities, educational opportunities, and other resources that promote personal growth.
5. Work collaboratively with clinicians to provide outreach to Adult clients who demonstrate low engagement, missed appointments, or no-show.
6. Serve as a supportive resource for individuals inquiring or seeking behavioral health services for themselves or family member(s). Provide appropriate outreach to such individuals.
7. Support YFGC Clinicians with admission and discharge planning for any client needing detox, hospitalization, residential placement, subacute care, or transition from incarceration.
8. Transport individuals as needed
9. Maintain documentation of peer support efforts in the electronic health record.
10. The incumbent will be called upon to accomplish other tasks within his/her scope of work.

SUPERVISORY CONTROLS

The Peer Support Specialist (PSS) work is performed under the general direction of the Recovery Support Supervisor. This position requires consistent, sound judgment and the ability to work independently with minimum direct supervision. The PSS 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

The ability to maintain strict confidentiality of all records and adhere to the standards for all health record-keeping, HIPAA and Privacy Act requirements.

Must have lived experience and success in treatment, managing, and overcoming Substance Use Disorder, Mental Health Illness, and/or exposure to the judicial system.

Must have knowledge of and ability to work cooperatively with persons living in culturally, socially and economically disadvantaged communities. Emphasis will be given for positive experience in working with the cultural, economic and social aspects of Native American service populations.

Must have a general knowledge of community service/social services, child agencies and their respective roles.

Must have the ability to learn the standards for behavioral health recordkeeping and HIPAA requirements and able to complete required documentation and required written follow-up.

General knowledge and understanding of health assessments, treatment and service terminology and ability to apply the concept.

The knowledge of or ability to learn substance abuse symptoms, mental and emotional illness symptoms, and interventions.

The knowledge of symptoms, prevention, treatment and mandatory reporting requirements of child and elder abuse and neglect.

The knowledge how family dynamics; differing cultural, religious, social, and economic factors affecting community medical care families.

The ability to effectively communicate with Native American families from various social, cultural, economic and educational backgrounds.

The ability to work cooperatively with other behavioral health care providers.

The ability to communicate clearly and concisely orally and in writing.

The ability and willingness to drive in adverse weather conditions.

The ability to meet with the public and staff in a courteous, professional manner using tact, diplomacy and mature judgment.

The ability to work with Native American families of varying social, educational and economic backgrounds.

The ability to perform work and accomplish tasks in accordance with established policies, procedures, practices and priorities of the department.

The ability to organize and analyze information about individuals through records, interviews and professional sources for treatment planning.

The ability to communicate orally and in writing for the purpose of providing instructions, completing forms/applications, obtaining information and conveying messages.

Ability to identify participants with suicidal ideation and complete appropriate safety plans when needed.

The general knowledge of substance use and mental illnesses and drug/alcohol dependency as applied to clients.

The general knowledge of Federal and State Regulations and Privacy Act.

The ability to operate a computer with knowledge of various software programs.

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 **AND** a combination of at least two years work, education, training or related experience in the human service field. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to possess a State Certified Peer Support Specialist (PSS) Certification, or obtain certification within 6 months of hire. *(Must submit copy of diploma or transcripts with application).*
- **REQUIRED** to have lived experience and successful maintenance of recovery from either or both mental health and substance use issues, with a minimum of *two years sobriety*.
- **REQUIRED** to have one year experience working with adults with addiction and/or mental health challenges.
- **REQUIRED** to have computer experience. Emphasis will be in the use of Microsoft Word, Excel, and work in a networked environment.
- **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 be able to drive in adverse weather conditions. *(Must submit copy of driver license with application.)*

- **REQUIRED** to be able to maintain strict confidentiality of protected health information in accordance with regulations.
- **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:

- Active member of the recovery community
- Knowledge and adherence to ethics and professional boundaries

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 6th Street
Klamath Falls, OR 97603**

jobs@klm.portland.ihs.gov

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.