



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Certified Peer Counselor

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Certified Peer Counselor**
Supervisor: Substance Use Disorder Professional
Location: Health Center
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

The Certified Peer Counselor (CPC) fulfills a unique role in the support and recovery from mental illness and substance abuse disorders. A CPC is a person in recovery from a mental illness and/or substance abuse disorder, who has been trained to work with others on his/her individual road to recovery. This training incorporates the CPC's recovery experience as a means of inspiring hope in those they serve, as well as providing a positive role model to others. A CPC works in collaboration with the people we serve as well as clinical staff in the best interests of the individual's recovery process. The CPC collaboratively develops working and active case management plans with clients to support sustained recovery and healing.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Ensure confidentiality and integrity of Protected Health Information (PHI) of clients served by the QHC to comply with all HIPPA regulations.
- CPC will use their personal "lived experience" to develop meaningful and trusting relationships with clients, acting as a mentor.
- Work to build a community of both patients and staff that is supportive and conducive to patient growth and recovery.
- Work to develop collaborative relationships with various community organizations and resources to provide additional support for patients, particularly as they transition from recovery back into the general community. This can include access to healthcare, housing, employment supports, educational completion, serve as a liaison to local courts, probation, and ancillary treatment services.
- Provide general health and behavioral health education to include facilitating groups.
- Responsible for liaising between clients, families, the community, and health care providers to ensure clients and families understand conditions and treatment.
- Must be able to safeguard confidential information per the 42 CFR and must understand the legal ramifications for breaching confidences.
- Assist with clinic services, community health promotion and disease prevention events in presenting health education to individuals and community.
- Works with other clinic staff in conjunction with TOR grant coordinators to support Behavioral Health (BH) program goal objectives and monthly activities to include local community outreach.
- Case Management of local recovery housing recipients, to include site supervision/record keeping.
- Attend meetings as requested by BH/Clinic administration to assist agency needs.
- Travel if necessary to meet grant requirements.
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- General skill in exercising independent judgment, tact, patience, and understanding; maintaining effective working relationships with clients, other staff, and the community.
- Be dependable and reliable, trustworthy and committed to agency goals of supporting healing and change.
- Knowledge of, or ability to learn, the dynamics of working with Tribal communities.
- Knowledge of, or ability to learn, the Quileute traditions and cultural practices of the Quileute Tribe and community.
- Communicate effectively, both verbally and in writing.
- Ability to work well independently, and as part of a team.
- Ability to keep accurate records and create reports.
- Basic computer knowledge including use of Microsoft Office programs (e.g., Word, Excel, Power Point).
- Ability to understand and carry out instructions.
- Maintain effective working relationships.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be granted in particular cases.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and stand. The employee must occasionally lift and/or move up to 40 pounds.

SUPERVISORY RESPONSIBILITY:

- None

QUALIFICATIONS:

Required Qualifications:

- Must be 18 years of age or older
- High School graduate, or GED.
- WA Driver's License
- Established Recovery as evidenced by ongoing Sustained Remission Diagnosis
- Minimum one year participation in local or national client advocacy or knowledge in mental health/substance abuse recovery
- Peer Recovery Coach Training Certification
- Washington State Certified Peer Counselor Credential or ability to complete within 6 months of hire.
- Completion of Basic Life Support/AED certification upon hire

- Completion of QHC specific certifications (HIPPA, ISSA, Confidentiality Statement, etc.) upon hire
- Pre-employment drug testing and random drug testing in accordance with the Tribal Drug and Alcohol Policy
- Must pass a Criminal Background Check

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver’s License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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