



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Women's Recovery Advocate		<b>JOB CODE:</b> WMRA
Government-Employee	<b>EEO:</b> 5	<b>PAY GRADE:</b> 8 2 <sup>nd</sup> Shift + \$1.30 3 <sup>rd</sup> Shift + \$2.60
Non-Exempt	No Flex	<b>FUNDING SOURCE:</b> Grant
<b>NATIVE AMERICAN PREFERENCE</b>		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

*"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment."*

### **POSITION OVERVIEW**

Women's Recovery Home-Hostopi Hoci is seeking Women's Recovery Advocate who are responsible for engaging peers that are struggling with substance use issues, by meeting individuals where they are at, helping them discover their potential, provide a sense of community and belonging, provide support and empower them by providing hope. The goal is to promote wellness and self-direction while enhancing the skills and ability of peers to meet their chosen goals in a non-judgmental manner through one-on-one or small group situation. This position's focus is on providing support based on shared experiences to empower the individual using a person-centered trauma informed-care approach. This position is for both evening and overnight shifts during the week as well as weekends including holidays.

Shifts are as follows:

- Evening Shifts-Monday through Friday: 4:00pm-12:00am
- Overnight Shifts-Monday through Friday: 12:00am-8:00am
- Day Shifts-Saturday & Sunday: 8:00am-4:00pm
- Evening Shifts-Saturday & Sunday: 4:00pm-12:00am
- Overnight Shifts-Saturday & Sunday: 12:00am-8:00am

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Be available to guests seeking guidance and support to help them identify their needs and implement life skill modification.
2. Assist guests in regaining independence within the community.
3. Assist guests with mastery of their own recovery.
4. Provide role model behavior that is consistent and supportive of those in recovery.
5. Assist with tasks associated with guests arriving and leaving Sober Living Residence, as well as completing all required admission and discharge paperwork.
6. Actively participate in assigned activities with clients, and encourage positive interaction and growth among the residents.
7. Intervene in client interactions and activities in a caring and consistent manner when the need arises; Assist in crisis prevention and management as needed, following the nonviolent Crisis Prevention Intervention (CPI) practices.
8. Oversee the residents' daily routines to include but not limited to meal time, study time, outings, bedtime, assigned jobs, and other residential activities.
9. Serve as an advocate for residents by identifying strengths and issues or behaviors that would warrant attention during treatment.
10. Model effective coping techniques and self-help strategies based on the specialist's own recovery experience.
11. Support them in advocating for themselves.



12. Screening potential guests and overseeing guest registration and checkout.
13. Supporting guests in working toward their wellness path and goals/wants/needs during their stay.
14. Follow and maintain the values, policies, and procedures.
15. Provide Peer support and advocacy for the guests.
16. Recognize and respect the lived experience of all guests and callers.
17. Help persons explore new ideas that may be beneficial to their recovery.
18. Provide information regarding resources that are beneficial to their recovery.
19. Understand and use the established supervisory hierarchy to communicate needs, questions, concerns, etc.
20. Maintain the utmost confidentiality concerning verbal and written information.
21. Maintaining accurate records of activities, including outcomes data.
22. May be responsible for collecting urine specimens for urinalysis and administering breathalyzer test to residents.
23. May administer basic first aid as needed.
24. Provide resident advocacy at staff meetings by updating the team on information related to needs, behaviors, and interactions with peers and staff, to help inform the treatment planning process.
25. Accompany clients to off-campus activities as assigned.
26. Other duties as assigned.

**JOB RESPONSIBILITY**

Job Reports to	Director-Women's Recovery Home - Hostopi Hoci
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with inside and outside customers
Freedom to Act	Operates with significant independence; Subject to general input from supervisor; - Subject to regular review by supervisor

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. High School Diploma or equivalent required.
2. Graduate of State of Wisconsin Peer Specialist Training; certified in Wisconsin as a Certified Peer Specialist or become certified within one (1) year of hire.

**ESSENTIAL:**

1. Must be 21 years of age or older.
2. Must be free from problematic substance use for at least two (2) years immediately preceding hiring.
3. Trained in Applied Suicide Intervention Skills Training (ASIST) and/or Safe TALK.
4. Certified in Crisis Prevention Intervention (CPI) – nonviolent or become certified within one (1) year of hire.
5. CPR certification or become certified within three (3) months of hire.
6. Must have a valid driver's license and insurance.
7. Must promote a healthy, non-abusive lifestyle.
8. Must be able to maintain confidentiality.



**EXPERIENCE:**

1. Lived experience with mental health, substance use, and co-occurring needs and knowledge of recovery principles.
2. Must have experience or desire to work with people who have substance abuse disorders.
3. Prior experience working with individuals with substance use disorders and co-occurring mental health disorders, preferred but not required.
4. Experience with recovery processes.
5. Experience with computers including Microsoft Windows, Word, Outlook, Excel, internet and email.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Adhere to established policies and procedures.
2. Conduct self in an ethical manner.
3. Maintain professional and respectful relationships with program staff, HHCC staff, guests and all external persons and agencies involved with service provision.
4. Must have knowledge and understanding of the Ho-Chunk culture, language and traditions.
5. Excellent verbal and written communication skills.
6. Must demonstrate ability to provide consistently excellent and compassionate customer service.
7. Ability to work independently to complete assignments.
8. Ability to exercise a high level of professionalism and confidentiality with client health information.
9. Must be reliable with time sensitive deadlines and tasks.
10. Demonstrated temperament to work and care for women with substance use and cooccurring mental health disorders in a residential setting.
11. Must be able to effectively communicate with guests and staff.
12. Must possess good decision making and leadership skills.
13. Excellent written and verbal communication principles.
14. Ethical and reliable

**WORK PLACE RESPONSIBILITY**

1. Turnover guest rooms, clean, and maintain home, maintain a safe, sanitary, and healthy environment.
2. Participate in staff trainings on topics including substance use disorder, co-occurring mental health disorders, evidence-based treatments, client privacy policies, non-violent crisis prevention and intervention, and successfully implement this knowledge on the job.
3. Document and maintain confidentiality with documentation in compliance with HIPAA regulations.

**WORKING CONDITIONS**

1. Frequent sitting.
2. Frequent walking.
3. Must be able to climb stairs.
4. Must be able to lift 25 pounds.
5. Must be able to work with a diverse group of people.
6. Must be respectful of diverse economic and cultural backgrounds.
7. Must be able to work with residents in different stages of recovery.
8. Must be able to work in stressful and unpredictable situations.
9. **Must** stay awake during overnight hours.
10. Some travel required.