



The Three Affiliated Tribes Job Description

MAT Peer Support Specialist

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: TOR Project Director DEPARTMENT: Behavioral Health SALARY: \$25.00 - \$28.00 per hour CLASSIFICATION: Non-Exempt	FLSA STATUS: Full-Time Regular LOCATION: New Town, ND OPENING DATE: CLOSING DATE: Until Filled
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POSITION SUMMARY: The MAT Peer Support Specialist will work directly with the patients of the MAT program and encourage them along their pathway to recovery. The Peer Support Specialist will assist the Project Director in facilitating the different talking circles, re-fill groups, outreach events, etc. The Peer Support Specialist will help teach the patients how to live a balance and sober lifestyle by sharing their stories and tips from their own recovery process, teaching them life skills, having multiple points of contact with them through the week, etc. This position falls under the supervision of the MAT Project Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Transporting clients to and from EMHC MAT sponsored Cultural Recovery activities and EMHC MAT sponsored Red Road Talking Circles.
- Carrying out vehicle maintenance checks.
- Picking up EMHC clients in a safe and timely manner.
- Picking up office purchases or other administrative needs of Behavioral Health department.
- Utilizing navigation apps to find the most optimal route.
- Interacting with clients in professional conduct.
- Working in the evenings and on weekends.
- Maintaining an organized travel schedule based on EMHC client needs, approved by EMHC MAT program.
- Ensuring that vehicles have sufficient gas and are always ready for use, in accordance to EMHC vehicle policy/procedures. .
- Arranging for vehicle repairs when necessary to be reported to EMHC Procurement/Maintenance staff, in accordance to EMHC vehicle policy/procedures.
- Updating monthly mileage records in accordance to EMHC vehicle policy/procedures.
- Driving a variety of vehicles, including, vans, cars, and trucks.

- Support and assist client with medical appointments, therapy sessions, support groups, and other resources to aid the client
- Monitor the client's behavior, schedule, and activities



The Three Affiliated Tribes Job Description

- Report any unusual behavior, conflicts, or recovery deviations to the relevant professionals (Relapse)
- Liaise with family members and medical professionals accordingly
- Provide feedback to the client, medical professionals, and the family
- Responding to call-outs and client emergencies as needed.
- Meeting with clients regularly to offer one-on-one support.
- Assist in developing recovery plans, coping methods, basic life skills, and rehabilitation strategies with the client.
- Ultimately, candidate will work directly with patients to help them address substance use disorder, specifically Opiate Use Disorder.

1. **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing others does not exist.

KNOWLEDGE, SKILLS, AND ABILITIES:

- **Must have lived experience**
- Knowledge - of MHA Nation and Native American culture, customs & norms, etc.
- Basic knowledge of the operating area – Ft. Berthold & segments.
- Have basic knowledge of Mental Health services.
- Knowledge of Recovery Process & support groups; A.A., N.A., Medicine Wheel & 12 Steps, etc.
- **Skills**
- Exceptional interpersonal and communication skills.
- Crisis Intervention skills a must.
- Excellent organizational and time management skills.
- Proficiency using GPS devices
- **Abilities**
- Must be able to work without supervision at times during transport, and be required to work various hours if needed.
- Physical strength and ability to lift up to 70 pounds.
- Work effectively with other agencies and the public in general.
- Must be able to cope with stress, and deal with clients



The Three Affiliated Tribes Job Description

- Ability to fill in and facilitate group.

MINIMUM QUALIFICATIONS AND EDUCATION:

- A valid driver's license.
- 1-year driving experience.
- GED and or High School Diploma. Associate's Degree in Psychology/Human Services preferred.
- Proof of successful completion of an approved peer support training. Or ability and willingness to obtain certification within 1 year from date of hire.
- Must be Drug and Alcohol Free.

WORKING CONDITIONS:

- Will work outdoors and indoors.
- Will work in a closed vehicle on a frequent basis.
- Often exposed to very hot or very cold temperatures when working outdoors.
- Work near clients, but usually maintaining a safe distance when possible.
- Wear masks and follow all EMHC COVID safety guidelines.
- Will work during times of high client stress.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested persons must submit the following information:

1. Job Application
2. Copies of
 - Diplomas/Certificates and Transcripts



The Three Affiliated Tribes Job Description

- 2 Forms of ID: Valid Driver's License or State Issued ID, SS Card, Passport, Birth Certificate
- Indian Preference: CIB or Tribal ID
- Veteran Preference (If applicable): Form DD-214
- Proof of Highest Education (High School/ College Degrees/Transcripts, Certificates)
- Background Check – Questionnaire (Supplemental based on position)

Submit all necessary information to the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781