



Native American Development Center
2403 East Thayer Avenue Bismarck
ND 58501
Tel: (701) 595-5181
Website: www.ndnadc.org

Fargo Downtown Engagement Center
222 4th Street North
Fargo, ND 58102
Tel: (701) 936-3258
Website: www.ndnadc.org

JOB ANNOUNCEMENT

Position: Peer Support Specialist

Salary: \$15.00 to \$17.00 per hour DOE&E

Status: Non-Exempt, 60-day probation period

Benefits: Medical Insurance/Holiday Pay/Accrued Paid-Time Off

No. of Hours: Full-Time | 40 hours per week

Reports to: Director of Human Services

Location: Fargo, North Dakota

Announcement Date: 8/31/2022

Closing Date:

Start Date: ASAP

Peer support specialists (PSS) utilize their lived experience to assist others on their journey to recovery and wellness. One's recovery journey and lived experience can be from numerous realms such as substance use disorders, mental health disorders, brain injuries etc.

Through shared understanding and mutual empowerment, peer support workers help others become and stay engaged in the recovery process by using their lived experience, and skills learned in formal Peer Support training. Peer Services focus on long-term recovery and wellness, and are rooted in a culture of hope, health, and wellness.

Peer Support Services are essential ingredients in developing a recovery-oriented system, and go beyond the reduction or elimination of symptoms to encompass self-actualization, community, and overall wellness

Peer support specialist use their lived experience to:

- Inspire hope
- Mentor and assist with setting goals
- Share resources and build skills
- Create strategies for self-empowerment
- Providing valuable extensions to care teams
- Provide support focused on advocacy, coaching, and mentoring

Peer Support specialists also create a valuable extension to care teams within agencies by:

- Providing valuable whole health recovery experience insight
- Assisting in fostering recovery dialogue throughout the agency
- Providing perspectives on barriers and wellness
- Leading recovery groups

Required Qualifications

- Completion of Peer Support Certification either prior to employment or immediately after
- Lived experience with demonstrated period of recovery

- Demonstrate strong communication and documentation skills
- Possess a Valid Driver's License
- Capable of passing background check
- Must maintain confidentiality
- Must be detail-oriented, have strong organizational skills with capacity to efficiently manage multiple clients
- Possess cultural competency in working with individuals who are experiencing mental health challenges, addiction, criminal backgrounds and/or disabilities
- Demonstrate professional relationships and be a team player
- Knowledge of community resources

Job Duties

- Be available for clients as needed which may require flexible scheduling
- Coordinate services with care coordination staff, community resources, and other service providers
- Enter case notes into DocStars and Community Connect documentation framework
- Submit case notes to care coordinators
- Coordinate and assist clients with navigating essential community resources
- Respond appropriately and in a timely manner to behavioral health crisis situations
- Assist client in completion of goals outline in care plan
- Serve as a member of multi-disciplinary team
- Transport clients to recovery related meetings, counseling appointments, or to access other services, as needed
- Participate in other duties/activities as assigned

EQUAL EMPLOYMENT OPPORTUNITY

NATIVE, Inc. does not discriminate based on race, color, national origin, sex, genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act except as allowed by the Indian preference provision of the civil rights act of 1964, as amended. Applicants must be legally authorized to work in the United States. Drug Free Workplace. No relocation available. Employment offers are contingent upon successful completion of a background check. Applicants are responsible for providing proof of enrollment of a federally recognized tribe **if Indian preference is claimed**. Failure to provide proof will result in loss of Indian preference in employment. Applications and required supporting documents received after the closing date and time of a job posting will NOT be considered. Upon selection of employment, applicants are responsible to obtain and complete a Transcript Request Form from the last institution attended.

APPLICATION DEADLINE: Employment application and required documentation must be submitted to NATIVE, Inc

TO APPLY:

1. Go to NATIVE, Inc. website: <https://www.ndnadc.org/jobs> and download and complete the employment application or stop by and pick up an employment application at the Native American Development Center.
2. Submit completed employment application with a copy of resume, copy of transcripts, copy of degree/certifications and a copy of tribal enrollment (if Indian preference is claimed).



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TO SUBMIT:

1. Drop off at the Native American Development Center: 2403 E. Thayer Avenue Bismarck, ND 58501.
2. Mail to: Native American Development Center c/o Human Resources: 2403 E. Thayer Avenue Bismarck, ND 58501.
3. Scan/Email to Leigh Tasso leigh@ndnadc.org

QUESTIONS:

Please contact Leigh Tasso tel: (701) 595-5181 dial 16