



## WHITE EAGLE HEALTH CENTER BEHAVIORAL HEALTH DEPARTMENT

200 White Eagle Dr., Ponca City, OK 74601  
Ph: 580-762-3421 | Fax: 580-749-9657

### **Position Description**

**Position Title:** Peer Recovery Support Specialist

**Classification:** Full-time (100% LOE) (3-year-grant)

**Reports to:** Behavioral Health Director

**Department:** White Eagle Health Center-Behavioral Health

**Position Summary:** The Peer Recovery Support Specialist is responsible for supporting the Ponca Tribe's Comprehensive Opioid, Stimulant, and Substance Use Program goals and objectives by offering direct, individualized support to the recovery activities of treatment clients.

### **Duties and Responsibilities:**

1. Actively models recovery and wellness
2. Teaches effective coping techniques and self-help strategies with emphasis on culturally relevant practices.
3. Assists clients with articulating personal goals for recovery and assist COSSAP Program Director and/or therapist with developing treatment goals and objectives.
4. Facilitates education-based, self-help, and other types of mutual support groups.
5. Performs job duties as part of a multidisciplinary team.
6. Documents all client interactions in an accurate and timely manner.
7. Ensure compliance with the rules and regulations administered by the grantor.
8. Perform other duties as assigned.

### **Minimum Requirements:**

- High School Degree and a minimum of 2 years in recovery (verifiable).
- Must possess a valid driver's license (Travel is required for this grant).
- Currently possess or able to obtain certification as a Peer Recovery Support Specialist

**Standard Qualifications:**

- Principles and procedures associated with specific program.
- Knowledge or ability to locate information concerning of community resources.
- Ability to communicate with others and build positive, trusting and effective interpersonal relationships.
- Ability to communicate effectively both orally and writing.
- Knowledge of Microsoft office (i.e. Word, Excel, PowerPoint).
- Respect for, sensitivity towards as well as knowledge and understanding of Ponca Tribal customs and traditions

**Tribal Employment Preference:**

*The Ponca Tribe of Oklahoma follows the Native American preference policy to all employment opportunities as provided by Public Law 88-352, Section 703, Title VII, Civil Rights Act of 1964.*

**Approvals:**

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BH Director

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Date

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Clinic Health Director

\_\_\_\_\_  
Date