



# United Keetoowah Band

Of Cherokee Indians in Oklahoma

Traditional. Historic. Cultural.  
UKB Corporate Board

## **JOB DESCRIPTION**

**Job Title:** Peer Recovery Support Specialist  
**Organizational Unit:** Echota Behavioral Health  
**Supervisor:** Kathleen Stafford Clinical Director  
**FLSA:** NON-EXEMPT  
**SALARY:** TBD- Based on experience

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### **JOB SUMMARY:**

Peer recovery support specialists are people with lived experience who have been through situations similar to those they support. They have been successful in recovery and have firsthand knowledge of the healing process. They can provide aid in addiction, mental health conditions, medical conditions, and disabilities. While a peer support specialist does not substitute or replace treatment with a healthcare provider when it is needed, they can provide a unique layer of support. Peer Recovery Support Specialist will coordinate client services, provide direct client-specific care, and conduct grant related activities with clients and stakeholders in support of project goals. P.R.S.S. will receive training and implement the selected evidence-based programs and support health, wellness, and quality of life. These best practice models for support may include:

### **Clinical Job Duties:**

- Cultivating relationships built on trust, respect, empathy, mutual experience, and choice.
- Offering support through validation, encouragement, empowerment, and highlighting strengths.
- Skill in interpersonal and human relations, including teaming and collaboration abilities.
- Sharing their personal experience (when appropriate) to inspire hope.
- Recognizing a person's personal beliefs, cultural values, previous experiences, and individual needs.
- Providing education about recovery, advocating for oneself, and how to navigate treatment or the healthcare system.
- Professional or personal experience supporting others.
- Assisting during crises by discussing warning signs, healthy coping, and sharing resources.
- Ability to work with a team to achieve goals and objectives.

### **Administrative Job Duties:**

- Keep detailed progress notes.

- Complete all paperwork for each patient and have it ready for the billing department by the end of the week.
- Attends departmental meetings as scheduled and directed.
- Represents the Echota Behavioral Health in the fostering of referral development.
- Ability to utilize a computer, MS Windows/Office, exercise sound independent judgement in establishing work priorities.
- Ability to meet assignment deadlines.
- Ability to maintain a confident and professional demeanor
- Ability to maintain patient and employee confidentiality.
- Follow all policies and procedures set forth in Echota policy and procedures.
- Attends administrative and clinical staffing when scheduled.

**Other Requirements:**

- **Human Rights Knowledge:**
  - Demonstrates knowledge of professional Ethics Policies.

**MINIMUM QUALIFICATIONS FOR CONSIDERATION:**

- High School Diploma.
- Oklahoma State PRSS Certificate Required.
- Knowledge of technology and systems preferred.
- Follow all guidelines, regulations, standards, and Federal state and tribal policies.
- Must possess a valid Oklahoma Driver's license and a clear background check.

**Employee is fully aware that they are required to avoid all dual relationships with clients, maintaining the professionalism of the agency.**

**Employee is fully aware that the quota of sessions required each week is thirty (30).**

**Employee is fully aware that they may be required to follow other directions and to perform other duties as requested by the Echota Administrative/Clinical Director.**

**Working Conditions:**

Work is in at-risk homes, communities, and in the office setting to provide counseling and crisis intervention services. Therapists must be able to work a flexible schedule, including days, evenings, and weekends as needed and to use their personal vehicle (with personal insurance coverage) during work hours for transportation. Having a personal computer and a cell phone for business use will also be required.

**NOTE:**

In reference to the Personnel Policy, Section 1-5 Employment At -Will. All employees who do not have a written contract with the employer for a specific fixed term of employment are thereby employed at the will of the employer for an indefinite period. Employment with the Health Center, without a written contract, is voluntary and therefore employees are free to resign at will at any time with or without cause or reason likewise, the health Center may terminate the employment relationship at will at anytime with or without notice and for any lawful reason deemed appropriate by the Tribe and Health Center staff or for good cause, bad cause, or no cause at all. This policy is commonly referred to as "employment -at- will."

**UKB and Tribal preference applies.**

**EMPLOYEE SIGNATURE & ACKNOWLEDGMENT PAGE:**

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date