



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 133-23

OPENING DATE: 07/20/2023

CLOSING DATE: 08/04/2023

POSTED: IN/OUT

POSITION: Peer Support Specialist
PAY GRADE: NE4 (\$14.52/hr. - \$19.60/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Behavioral Health Manager
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: To provide peer support services as part of a multi-disciplinary team to persons with mental illness and /or substance abuse problems. Service provision will focus on working with clients to enhance their recovery. Service provided to individuals or groups.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found or assigned to this position.

JOB DUTIES:

- Assists in developing formal and informal community supports.
- Assists the person served in increasing social support networks of relatives, friends and/or significant others.
- Advocates on behalf of persons with behavioral health problems to protect the client's rights and to assist in reducing associated stigma.
- Attends agency staff meetings, case conferences and individual and group supervision.
- Attains established standards of productivity.
- Observes all rules of confidentiality relating to clinical information and treatment, both internally and when dealing with external agencies and/or individuals.
- Offers peer encouragement in times of crisis.
- Maintains professional standards at all times and observes the guidelines established within the Code of Ethics and Conduct.
- Participates in staff training and development.
- Provides individualized, ongoing guidance, coaching and support.

- Provides crisis intervention as needed; identifying and providing emergency services as needed.
- Provides training in the use of personal and community resources.
- Serves on designated committees within the agency.
- Works in cooperation with other providers, family members or significant others involved in the client's recovery plan.
- Performs other related duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED required.
- Past or present consumer of mental health or substance abuse services with a history of managing one's own illness.
- Certification as Peer Support Specialist preferred.
- Awareness of the importance of recovery in living with mental illness or addictions problem.
- Experience working directly with people in a service-orientated field is beneficial.
- Active membership in a consumer advocacy or self-help group.
- CPR Certification.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of the theory, principles, practices and treatment of alcohol and drug abuse.
- Knowledge of patient outreach services and activities, funding agencies, and community health care and vocational services.
- Knowledge and understanding of the Isleta Pueblo culture, tradition and values.
- Skill in working with children, adolescents and families.
- Ability to work extended hours including nights, weekends and holidays.
- Ability to understand patient's rights policy and procedure.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to work well with others. Familiarity with the Pueblo of Isleta community.
- Ability to interact with various types of people. A sound understanding of mental health and/or substance abuse problems and treatments. Personal traits that include patience, tolerance, caring, mature and understanding.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.

- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Duties as assigned.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work performed in a typical interior/office environment.
- Exposure to behavioral problems and other risk situations that may require crisis management and other techniques to protect self and client.
- Frequent interaction with the public.
- Noise level is usually moderate.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.