



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position Description

Grant Position through 09/29/2024

Position: Certified Peer Support Specialist

Location: Lac Courte Oreilles Community Health Center

Hours: Monday – Friday 8:00am-4:30pm

Salary Range: \$15.00 per hour

Posting Date: June 23, 2023

Closing Date: Until filled

Description of Position:

The Peer Support Specialist is a professional who provides support to people struggling with substance abuse and mental health disorders. This position is also responsible for implementing goals and helping with resources to community members.

Qualifications:

- High School Diploma or equivalency required.
- WI Peer Specialist certification required.
- 2-4 years of experience in the AODA field required.
- Knowledge in medical billing and insurance preferred.
- Ability to be a contributing member of an integrated AODA/Mental Health and Health Care team. Knowledge and experience with dual diagnosed clients and family/community systems of care very helpful.
- Computer skills a must.
- Must have excellent communication skills, as you will need to know how to listen to and discuss sensitive issues with patients and their families.

- Mantoux TB test current.
- Completed Hepatitis B series.
- Must be able to pass background check.
- Valid WI Driver's License.
- Valid Vehicle Insurance.
- Must be able to pass pre-employment and random drug testing.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.

KNOWLEDGE:

- Understand how grants work but specifically the TOR Grant.
- Sound judgment and the capacity to respond to unusual circumstances and emergencies.
- Deal constructively with conflicts.
- Be able to get along with diverse populations.

Major Duties and Responsibilities:

1. Assure all clients go through the registration process upon arrival each time.
2. Assure healthy boundaries and ethics with clients at all times.
3. Participate in all Bizhiki Wellness Center events as assigned by your supervisor.
4. Monitor and record in the electronic health record clients' progress to ensure goals are met.
5. Confer with clients to discuss their options and goals so that recovery and relapse prevention is maintained and plans for accessing needed services can be developed.
6. Prepare and maintain records, case files, including documentation such as clients' services provided, client contacts, and any other relevant correspondence.
7. Complete and hand in all necessary paper work on time.
8. Arrange for physical, mental, academic, vocational, and any other evaluations to obtain information for assessing clients' needs and developing rehabilitation plans.
9. Develop and maintain relationships with community referral sources, such as schools and community groups.
10. Maintain close contact with clients during job training and placements to resolve problems and evaluate placement adequacy.
11. Locate barriers to client success in recovery, employment, such as inaccessible work sites, inflexible schedules, transportation problems, and work with clients to develop strategies for overcoming these barriers.
12. Collaborate with community agencies to establish facilities and programs for persons with disabilities.
13. Continually collaborate with mental health professionals, AODA Counselors, Service Facilitators at all times to help the clients with substance abuse and mental health disorders.

14. Liaise with family members and medical professionals regularly with proper signature of release of information.
15. Conduct assessments and provide feedback to the client, medical professionals, and the family. Develop recovery plans with the client.
16. Always complete all training requirements per state Peer Specialist regulations on time.
17. Present a professional, caring image for the Health Center, its programs and community.
18. Assist the TOR Director as needed.
19. Submit monthly report as requested by the Behavioral Health Director.
20. Responsible for reporting Adverse Incidents.
21. All other duties assigned by the Behavioral Health Administrator.

Supervision and Guidance:

The Certified Peer Support Specialist will work under the direct supervision of the TOR Grant Director with oversight by the Behavioral Health Administrator and the Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any Stated Qualifications

Three (3) Current Letters of Recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
715-638-5132
715-634-6107 FAX
sklecan@lcohc.com

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

