Job Description

Job Title: Peer Recovery Program Assistant
Reports To: Peer Recovery Program Manager
Department: Health and Human Services
Location: Mashpee Wampanoag Tribe Government and Community Building
Status: Non-Exempt, Part-Time (21 hours/week) for the duration of the 2yr grant period
Salary: $21.37/hr, no benefits

Summary: The Mashpee Wampanoag Tribe is seeking a professional Administrative Assistant. The Peer Recovery Program Assistant will ensure the MWT 360 Project is culturally responsive to the needs of the Mashpee Wampanoag Tribal community along with motivating individuals to actively participate within their own recovery process while facilitating coping skills to gain the necessary knowledge to assist with sobriety. The Assistant will provide vital support to the Project Director in offering services to the community that they desperately need. The goal is to aid the PD in offering the benefits or community services that are most applicable and helpful to them. The Assistant will identify needs and determine the best ways to overcome them with the services available to the citizens of the community and will lead outreach activities to inform Tribal members about services available and provide educational materials on substance abuse. The Assistant will assist in the planning, development and implementation of the MWT TOR project while establishing and maintaining working relationships with Tribal members, community partners and other relevant agencies. Will promote project initiatives/services within various MWT meetings and will ensure project data is collected and reported on in a timely basis. The Assistant will participate in any required TOR conference calls and meetings and will provide written reports and ensure all program data is submitted accurately and in a timely manner. Will assist with answering the hotline and following up with clients as necessary.

Essential Duties and Responsibilities:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Increase access to culturally appropriate evidence based treatment/services, including medication-assisted treatment (MAT) using one of the three FDA-
approved medications for the treatment of opioid use disorder (OUD).

- Reduce unmet treatment need and opioid-related deaths through the provision of prevention, treatment, and/or recovery activities for OUD.
- Provide/facilitate trainings/support groups with the use of personal, community, and cultural resources
- Assure grant funds are being used to support culturally appropriate evidence-based treatment and recovery supports.
- Address the gaps in prevention, treatment, and recovery.
- Familiarize one’s self with the protocols, policies, and procedures.
- Works in coordination with all appropriate departments and participates in the team effort to support each client
- Monitors, tracks, and provides support to a client throughout the course of their treatment and aftercare follow up
- Compiles records and prepares reports and disseminates information.
- Identify barriers faced by clients such as personal and family adjustments, finances, employment, food, clothing, housing, and physical and mental impairments to determine the nature and degree of problems
- Stays informed of all internal and external programs available for Tribal members that will enhance their quality of life.
- Keeps accurate, updated organized records after every client visit to ensure that there are no undocumented breaks between treatments or visits.
- Answer questions about benefits that are available to individuals, or refer them to the correct organization to get help,
- Meets with supervisor to brainstorm and come up with ways to improve programs for individual families within the community, and to determine better ways to serve citizens.
- Oversee group activities on a daily basis and run meetings when the Peer Recovery Specialist cannot be present.

Minimum Qualifications
High School Diploma or General Education Diploma. At least 2 years of experience in the areas of substance abuse, mental health, and/or public health. An understanding of the Mashpee Wampanoag Tribe’s traditions and culture.

Preferred Education/Experience
A Bachelor’s Degree in Social or Behavioral sciences is preferred. Experience in substance abuse and mental health program implementation and management with AI/AN populations with at least 2 years of which must be in a team lead role.

Certifications/Licenses
Must be certified in CPR/First Aid or obtain certification within 90 days of hire and must possess a valid driver’s license.

Additional Information
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Please send a cover letter, resume’ and references to:
Mashpee Wampanoag Tribe
483 Great Neck d. South
Mashpee, MA 02649
Or
Kayla.Gomes@mwtribe-nsn.gov

Preference is given to qualified Native American candidates in accordance with the Indian Preference Act) of 1934 (Title 25, U.S.C., Section 472).