

Sisseton-Wahpeton Oyate

Job Description

Job Title: Peer Recovery Program Manager

Program: Peer Recovery Support

Supervisor: This position is under the supervision of the Tribal Health Director as administered within the Office of the Tribal Secretary in accordance with the Sisseton-Wahpeton Oyate Policies and Procedures.

Location: The employee shall be physically located at the Dakota Pride Center Halfway House

Job Summary: The Recovery Support Initiative is an innovative model that is demonstrated to improve outcomes for clients in recovery. The Peer Recovery Program Manager will oversee the Recovery Support Initiative Grant Project for the remainder of the granting cycle and supervise staff to ensure the project is successful with quantitative and qualitative results for our community. The Program Manager shall operate and oversee the Peer Recovery Support Program. The Program Manager oversees all the programmatic, administrative, supervisory, fiscal, planning and development activities.

Job Duties and Responsibilities:

1. **PLANS:** Learn about the grant objectives, resources, strategies, and other approaches to achieve the program's goals, as well as the process for developing and mobilizing them in a manner consistent with the overall policies and direction of Tribal Government.
2. **STAFFS:** Assists with supervision to all staff. Approves staff requests for leave and submits time in the supervisory time matrix. Provides support for staff training necessary to meet the objectives of the program and grant. Recruit, hire, and onboard new staff, as well as assisting with professional development plans, in-service and competency training.
3. **DIRECTS:** Supervises the Peer Recovery Support workforce, issue guidance, and communicate assignments and expectations in a clear and concise manner so the staff understands their roles and responsibilities.
4. **CONTROLS:** Monitors day-to-day activities and determines whether programmatic and fiscal accountability is being met.
5. **COORDINATES:** The Program Manager has the role of meeting, representing, and speaking (in behalf of the Program) with all intra and extra-Tribal organizations,

programs, and agencies with regard to implementing activities related to granting objectives.

Additional Responsibilities

1. Works closely with all necessary stakeholders to foster coalitions and networks to improve care coordination and referral process.
2. Implement culturally appropriate evidence based and practice-based approaches to promote positive development and increase self sufficiency behaviors among youth population.
3. Works closely with Grant Project Officers as well as attends monthly Grantee Meetings.
4. Participates in meetings and events. Assumes lead roles in committees to be engaged with initiatives.

Job Qualifications:

1. **Required:** Minimum of a Bachelor's degree in psychology, social work, addictions, or other social services-related field required
2. **Required:** Extensive knowledge and experience in working with chemically dependent/mental health clientele along with three or more years direct counseling experience on individual and group level setting.
3. **Required:** Excellent public speaking, oral communication, and writing skills.
4. **Required:** Demonstrated proficiency for knowledge and use of information technology applications, including Microsoft Office (Excel, Word, PowerPoint, Outlook, and Teams), Adobe Pro, Canva, WorkPlace, internet, and online grant portals.
5. **Required:** Strong writing skills for professional applications such as report-writing, program plans, proposals, letters, emails, and other.
6. **Required:** Licensed Peer Recovery Specialist *or* become licensed within 1 year of hire date.
7. **Preferred:** Two or more years in supervisory/managerial role.
8. **Preferred:** Experience with interagency coordination of services and coalition membership, participation, and leadership.
9. **Preferred:** Experience with evidence-based practices, best practices, and culturally relevant interventions.
10. **Preferred:** Grantsmanship experience and management of grant project that have been funded.
11. **Preferred:** Familiarity with data management.

Job Requirements:

1. Ability to maintain confidentiality and protect all health and client identifying information.
2. Must consent to and pass initial employment drug screen and random screenings thereafter, in accordance with the SWO Personnel Policies.
3. Must consent to and pass a Federal criminal background check, and character investigation.
4. Must have a valid South Dakota driver's license. Employee shall use their privately-owned motor vehicle for local travel and shall be reimbursed at the authorized federal mileage rate.

5. Must live and promote an alcohol and drug-free lifestyle that includes no current use of alcohol, tobacco, cannabis or psychoactive substances, except such as may be prescribed by a licensed medical practitioner.

HOURS OF WORK: MONDAY-FRIDAY 8:00 AM—4:30 PM

WAGE RANGE: Based off education and experience

Approved by  Date 8/26/24