

# Santee Sioux Nation

OFFICE OF HUMAN RESOURCES  
SIDNEY A. TUTTLE, SR. HRD

Chairman: Alonzo Denney  
Vice-Chairman: Kameron Runnels  
Treasurer: David Henry  
Secretary: Andrea McBride



425 Frazier Ave. N. Suite 2  
Niobrara, NE 68760-7219  
Phone: (402) 857-2302  
Fax: (402) 857-2367

## POSITION DESCRIPTION

---

**Position:** CULTURAL RECOVERY SPECIALIST II  
**Department:** SSN HEALTH & WELLNESS CENTER-MENTAL HEALTH  
**Supervisor:** TOR DIRECTOR  
**Classification:** NON-EXEMPT  
**Status:** FTE 40 HOURS PER WEEK, PERMANENT  
**Supervisory:** NO  
**Salary:** (DOQ) UP TO 18.50 PH  
**Posted:** 02/01/2024 (\*closes 02/15/2024 @ 4:00 p.m.)

### GENERAL OVERVIEW:

**Job Summary:** The incumbent for this position is responsible for providing non-clinical approaches to recovery management in order to engage, retain and sustain individuals referred to Intensive Outpatient Program. Acts as a recovery support provider to assist in the development and implementation of individualized recovery management plans; identifies and actively links clients with healthy alternatives to drugs and alcohol and to sober, safe resources & activities in the community. Acts as a bridge between clinical and other recovery support providers.

### Key Responsibilities:

- Connects clients to recovery 'culture' ensuring they are linked to others in recovery, cultural/spiritual activities, mutual aid support groups, as well as various other recovery pathways and health enhancing activities.
- Provide regular check ins (via telephone or in person) to clients to further engage and assist in relapse prevention
- Initiate, schedule and complete assessments as directed by Director, ensure all participants have working journals, exit surveys, and other documentation as directed by Director
- Assist individual clients in drafting, revising, and working their recovery plans; providing assistance, when needed, to resources required to implement the plans.
- Meet with team on weekly basis with written summary of relative's progress of engagement with activities and goals met.
- Work as part of a specialized team to plan & organize recovery support activities
- Facilitate AA/NA, HALT, (or Cultural Adaptation to these formats) recovery meetings 4 days per week,
- Facilitate small groups for education and peer support 3 days a week
- Participate in ongoing training as identified by Director

- Actively participate in ongoing self-care and personal recovery
- Provide assistance as a Mental Health Aide to Mental Health/Social Work Director

### **Key Skills & Attributes**

- Ability to prioritize competing tasks efficiently and meet deadlines.
- Ability to quickly comprehend and implement services models and approaches.
- Cultural sensitivity to and experience with Dakota culture, values, language and lifestyles.
- Dependable and punctual.
- Excellent time management skills.
- Highly organized and detail oriented.
- Respect for confidentiality and adherence to proper protocols for handling sensitive information
- Strong interpersonal skills and the ability to build relationships.
- Must be willing to travel for training.

### **Standard of Performance:**

- Attend mandated training and obtain required certifications
- Perform high quality work
- Maintain good relationships
- Show initiative and dependability on the job
- Maintain electronic filing systems, if required
- Maintain client confidentiality
- Practice cultural humility in work with tribal people, families and communities

### **Conditions of Employment:**

1. Full time appointment consisting of 40 hours per week, 52 weeks per year
2. Adhere to the Drug and Alcohol policies of the Santee Sioux Nation
3. Follow all Federal, State & Tribal Guidelines, Policies and procedures
4. Complete an Initial Drug Test
5. Have a Valid Driver License

### **Program Specific Qualifications Required:**

1. Must be familiar with and supportive of recovery community philosophy; either a peer in recovery or affiliated.
2. Experience working with Native American communities
3. Ability to accept and incorporate Dakota values and belief system into activities is required
4. Must demonstrate a willingness to successfully interact with individuals and families and to facilitate small groups
5. Must be in sustained recovery for 3-5 years
6. Must be accurate, reliable, punctual, chemically free, and able to gain respect from the community,
7. Must be in good physical and mental health.

8. Must be able to do some lifting and assist in the facility as needed
9. Must be dependable.

**Basic SSN Qualifications:**

- Dedication to the goals of the Santee Sioux Nation
- Minimum four-year college degree or professional and community experience; and one year of professional work experience strongly preferred.
- Experience working with American Indians and/or Alaska Natives.
- Demonstrated knowledge and experience in using technology/social networking as a positive community outreach and awareness tool.
- Demonstrated leadership experience, including program development and management.
- Exceptional verbal and written skills.
- Ability to work effectively both independently and as part of a team.
- Ability to learn fast and solve unique challenges.
- Competency in Microsoft Word, Excel and PowerPoint.
- Technical skills in online technology such as G Suite, Zoom, etc.
- Knowledge in digital file management such as Google Drive, Dropbox, etc.
- Must be self-motivated and show initiative in working without close direct supervision.
- Ability to maintain confidentiality.
- Must have a valid driver's license and be insurable.
- Subject to Motor Vehicle and Criminal Background checks.
- Drug free. Drug testing required.

**INDIAN PREFERENCE ACT:** Preference in hiring given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming "Indian Preference" Must submit, along with their application, verification of enrollment of their spouse in Federally Recognized Tribe Indian.

**VETERAN'S PREFERENCE:** Preference in hiring is giving to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming "Veteran's Preference" Must submit, along with their application, a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

**Special Employment Conditions:** 1. Satisfactory results of an extensive background checks- personal are required to submit to an initial and yearly background checks throughout their employment. This includes checks with the State registers (Child and Adults Abuse) and criminal history check with the State patrol, and Federal Bureau of Investigations. 2. Retain a valid driver's license and satisfactory driving record- personnel are at times required to use their personal or government vehicle. Current copies of a driver's license and personal vehicle insurance must be maintained on file with the manager & Office of Human Resources. 3. Satisfactory results of initial and random drug testing- personnel are required to submit to initial drug testing within one week of their hire dates and are subject to the Santee Sioux Nation Drug-Free Workplace Policy Act and random drug testing throughout their employment.

**APPLICATION INSTRUCTIONS:**

**\*\*YOU MAY PICK UP AN APPLICATION AT ANY TRIBAL PROGRAM OR AT THE TRIBAL ADMINISTRATION BUILDING, DAVID FRAZIER BUILDING.**

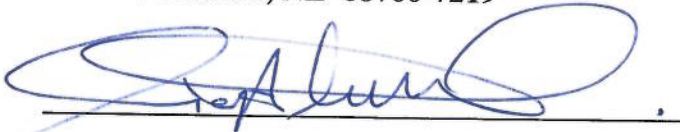
**\*\*ONLINE: YOU CAN GO TO [WWW.SANTEESIOUXNATION.COM](http://WWW.SANTEESIOUXNATION.COM) AND DOWNLOAD AN APPLICATION.**

**APPLICATION PROCEDURES:**

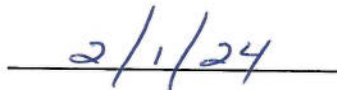
- \*2 forms of identification**
- \*Current working contact number**
- \*Completed application (partially completed not accepted)**
- \*Release of Information form completed**

Submit applications and resumes to the following address:

**Santee Sioux Nation, Office of Human Resources  
Attention: Sidney A. Tuttle, Sr., HRD  
425 Frazier Ave. N. Suite 2  
Niobrara, NE 68760-7219**



**APPROVED**



**DATE**