

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** A/SA Case Manager/PSS

**Report To:** ASA Manager

**Department:** Alcohol/Substance Abuse Program

**Job Vacancy:** YAN-24-034

**Status:** Full-Time: Non-Exempt

**Starting Wage:** DOE

**Opening Date:** 3/11/2024

**Closing Date:** 3/22/2024

### **POSITION DESCRIPTION:**

The ASA Case Manager provides case management and secretarial duties in an outpatient Alcohol Substance Abuse Program.

The Peer Support Specialist by definition is a person in recovery who will utilize personal recovery experience to instill a sense of hope and optimism for persons in recovery. The PSS will demonstrate a personal belief in recovery, supported employment best practices, and a sincere interest in the welfare of persons in recovery and enrolled in the Yavapai-Apache A/SA program. The PSS will demonstrate the ability to engage and serve the clients enrolled, contribute to the overall success of the supported employment process, and carry out duties with flexibility and an individual focus. The PSS will promote and contribute to the development of a culture of recovery and empowerment within and outside the boundaries of the Yavapai-Apache Nation A/SA program and will uphold the integrity of the program goals. The PSS will report directly to the A/SA manager on all matters pertinent to the successful obtainment of the program goals and standards.

### **QUALIFICATIONS:**

- High School Diploma or GED
- Applicants must complete approved training and be a certified, within 12 months of hire.
- A commitment to recovery, choice, empowerment and the ability to help others find a meaningful purpose in their community.
- Ability to establish a trusting relationship with peers, including excellent interpersonal skills.
- Detail oriented with good writing and organizational abilities.
- Ability to network within the community and work with other departments and agencies.
- Computer experience preferred.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Will work with adults from age 18 to 59.
- Be the main point of contact for new referrals, incoming adults that are establishing ASA services.

- Create new files, complete new intake paperwork, documentation of new referrals.
- Assess the need of the client, appraise the need, and staff each client with counselors.
- Maintain spreadsheet of new clients entering ASA program.
- Provide clients with transportation to and from services as needed.
- Record client's progress, chart referrals and notable interactions.
- Assist clients in articulation personal goals for recovery through the use of one to one, peer support and group sessions. During these sessions the PSS will support clients in identifying and creating goals and developing recovery plans with the skills, strengths, support and resources to aid them in achieving those goals.
- Assist clients in working with their treatment team in determining the steps he/she needs to take in order to achieve these goals and self-directed recovery.
- Assist clients in setting up and sustaining self-help (mutual support) groups, as well as means of locating and joining existing groups.
- Independently or with periodic assistance of higher graded treatment team members, utilize and teach problem solving techniques with individuals and group; discussions will be utilized where clients will share common problems in daily living and methods they have employed to manage and cope with these problems. The PSS will share their own experience and what skills, strengths, supports and reasons they use. As much as possible, the PSS will share their own story and as the facilitator of these sessions, will demonstrate how they have directed their own recovery.
- Use ongoing individual and group sessions to teach clients how to identify and combat negative self-talk and how to identify and overcome fears by providing a forum which allows group members and PSS to share their experience. By using identified literature, media, etc. clients will gain hope, learn to identify their strengths and combat negative self-talk.
- Assist clients in building social skills in the community that will enhance job acquisition and tenure.
- Assist clients in developing empowerment skills and combating stigma through self-advocacy. This will be accomplished through regular meetings, individual or group sessions. Through the use of role playing/ modeling techniques the PSS provides opportunities for others to show/ demonstrate how they have handled similar problems, how to present themselves in certain situations, or how to handle problems that may arise in interactions with others
- Other duties as assigned.

### **Physical Requirements**

The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:  
Yavapai-Apache Nation / Human Resources  
2400 W. Datsi / Camp Verde, AZ 86322  
P: 928-567-1062 / Fax: 928-567-1064  
[www.yavapai-apache.org](http://www.yavapai-apache.org)**

**INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**

