



## VACANCY NOTICE #16-57

**TITLE:** Peer Support Worker  
**Regular, Full-Time**

**DEPARTMENT:** Health & Human Services

**SALARY:** Dependent on Qualifications

**OPEN DATE:** November 30, 2016

**CLOSING DATE:** Open Until Filled

**Summary:** Responsible for providing assistance to the providers using the a comprehensive, integrated, public health approach (SBIRT) in patient education, case management, telephone monitoring and skill coaching for clients with mental health and or substance abuse problems in an integrated ambulatory care center.

**Qualification Requirements:** High School diploma; AND, experience working with individuals 18+ years of age with beginning substance abuse issues, depression, anxiety and or trauma issues. Certified Peer Support Worker or the ability to attain certification within 6 months of hire through the Behavioral Health Services Division of the NM Human Services Department. Must possess a valid driver's license and be insurable through the tribe's insurance carrier. Position is subject to a favorable criminal and motor vehicle background investigation.

### Required Knowledge and Skills

#### *Knowledge of:*

Towa language. Applicable laws, codes and regulations. Crisis intervention, assessment, referral and resources coordination. Community social service organizations and resources. Computer applications related to the work. Standard office practices and procedures, including filing and the operation of standard office equipment. Record keeping principles and practices. Correct business English, including spelling, grammar and punctuation. Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

#### *Skill in:*

Screening, crisis intervention, referral and resources coordination. Preparing and maintaining accurate case records and preparing accurate and timely reports. Making appropriate referrals and performing basic case and investigative work. Using tact, discretion and prudence in dealing with youth and families contacted in the course of the work. Contributing effectively to the accomplishment of team or work unit goals, objectives and activities. Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained. Communicating effectively in oral and written forms.

**TO APPLY:** Visit our website at [www.jemezpuueblo.org](http://www.jemezpuueblo.org). Submit a completed tribal application to: Pueblo of Jemez, Attn: Human Resources Office, P.O. Box 100, Jemez Pueblo, New Mexico 87024, no later than 5:00 p.m. Indicate vacancy announcement number on the application. For further information or job inquiries contact the Human Resources Office at (575) 834-7359 or email address: [HR@jemezpuueblo.org](mailto:HR@jemezpuueblo.org)

**\*\* It is the policy of the PUEBLO OF JEMEZ to give preference to qualified Jemez Pueblo tribal members. \*\***

November 30, 2016

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### ***Human Resources Department***

P.O. Box 100 • Jemez Pueblo • New Mexico • 87024  
(575) 834-7359 • Fax (575) 834-0604