



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2022-016  
JEMEZ HEALTH & HUMAN SERVICES  
BEHAVIORAL HEALTH  
FAMILY PEER SUPPORT WORKER-CERTIFIED

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<b>Position Title:</b>	Family Peer Support Worker (Certified)	<b>Pay Level:</b>	\$26.32-\$39.47
<b>Position Open Date:</b>	12/16/2022-Until Filled	<b>Classification:</b>	Non-Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Health & Human Services
<b>Supervisor:</b>	Behavioral Health Program Manager		

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**POSITION SUMMARY:**

Responsible for providing assistance to the Behavioral Health program by supporting staff with the implementation and delivery of comprehensive mental health services and follow-up care for clients with mental health and or substance abuse problems in an integrated ambulatory care center.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

High school diploma, AND experience working individuals 18+ years of age with beginning substance abuse issues; depression, anxiety and or trauma issues.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
Certification in Family Support Worker (CFSW) and/or Peer Support Work (CPSW)

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

## **ESSENTIAL FUNCTIONS:**

- Maintains strict confidentiality on all client records and program activities.
- Provides services and assistance to clients and families experiencing substance abuse and mental health issues and consults with the primary therapist and, or counselor.
- Provides support to therapists, counselors, and/or staff in crisis interventions, which may include facilitating therapists or counselors at home visits and/or on an on-call basis.
- Provides life skills education and prevention individually and/or to community.
- Follows-up with the Service Plan provided by therapists, counselors, and/or staff.
- May provide client substance abuse case management, tracking, and follow-up services.
- Coordinates appointments for clients with appropriate services, arranges clinic or BH follow-up/home/offsite visits necessary to address the client's needs.
- Documents all client services in the Electronic Health Record, follow thru by using the scheduling package when making appointments. Schedule events in the calendar.
- Assists clients in the development of interpersonal, functional, and coping skills, including adaptation to home, school, and work environments, and the development of social and daily living skills.
- Seeks resources, makes referrals, and promotes linkages to community and outside client support services.
- Participates in weekly behavioral health and other multi-disciplinary case staffing.
- Provides transportation for clients as needed and completes proper documentations for reimbursement.
- May provide mental wellness classes in Towa to the Jemez Head Start Program, which includes presentations to children on social and emotional development topics.
- May provide presentations on Traditional and Cultural topics when requested.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

## **REQUIRED KNOWLEDGE AND SKILLS:**

- Towa language.
- Applicable laws, codes, and regulations.

- Referral and resources coordination in case management.
- Principles, procedures, and associated regulations and standards for the delivery of rural, community-oriented health care delivery system.
- 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.
- Complying with applicable laws, codes, and regulations.
- Referral and resources coordination in case management.
- Preparing and maintaining accurate case records and preparing accurate and timely reports.
- Making appropriate referrals and performing basic case and investigate work.
- Using tact, discretion, and prudence in dealing with youth, adolescents, adults, elders, and families.
- 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 for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**