

# American Indian Family Center Job Posting

*Where American Indian Families Thrive!*



## Peer Recovery Coordinator

**Application Deadline: Open Until Filled**

Full-Time, Monday through Friday 8:30am – 5:00pm.

*Note: Some Evening and Weekend Hours Required.*

\$60,000-\$70,000 (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund employer contribution, paid holidays and generous PTO accrual.

**Khunsi Onikan:** Khunsi Onikan at American Indian Family Center strives to take the best of Western and traditional American Indian knowledge to assist in the healing process. American Indian people who decide to stop using drugs or alcohol have a very high rate of sustained recovery. We think we know why. The Khunsi Onikan program has been designed to merge best practices in substance use disorder treatment with traditional native culture, values, and spirituality in a program that will be a positive force in the lives of American Indian people in St. Paul and the larger Twin Cities metro area.

**Position Title:** Peer Recovery Coordinator

**Reports To:** Khunsi Onikan Treatment Director

**Position Description:** The Peer Recovery Coordinator will oversee and support the peer recovery specialist staff, ensuring they provide effective, recovery-oriented services, and coordinating activities to promote client well-being and recovery.

### **Specific Job Tasks:**

- Assist in the continued development of the Peer Recovery Program.
- Support the Peer Recovery Specialists.
- Support the development of peer recovery activities.
- Provide direct service as a Peer Recovery Specialist for a small client load.
- Deploy a variety of communication strategies to promote the peer recovery group (social media, email, newsletters, flyers, etc.).
- Ensure that all guidelines are followed by staff and participants.
- Model effective communication for staff and clients of the program.
- Provide support and encouragement for staff in times of crisis.
- Implement a strict confidentiality policy to ensure privacy for each participant.
- Gather information from participants for their health and wellness-related needs (food insecurity, housing paperwork, care coordination for enrollment to treatment programs, etc.).
- Collect, input, and track program data
- Work collaboratively with other members of the KO teams to deliver prevention education to the community at-large.
- Participate in staff training and professional development, as required.

- Attend all mandatory staff meetings and grant-related check-in meetings.
- Implement and manage peer recovery supervision groups.
- Other tasks as assigned.

### **Qualifications**

- High school diploma or its equivalent.
- Lived experience with SUD and/or OUD
- Minimum of three (3) years in recovery from substance use disorder;
- Receive ongoing supervision in areas specific to the domains of the recovery role by an alcohol and drug counselor or an individual with a certification approved by the commissioner.
- Knowledge of or desire to learn more about the American Indian culture, community and its resources.
- Ability to obtain a credential from the Minnesota Certification Board, the Upper Midwest Indian Council on Addictive Disorders, or the National Association for Alcoholism and Drug Abuse Counselors.
- Must be a team player.
- Knowledge of harm reduction strategies for SUD/OD.
- Knowledge of and/or ability to learn the current OUD/SUD environment on a local, county, state, Tribal and national level.
- Outstanding communication skills, including good written and verbal communication.
- Knowledge of computers, spreadsheet, and word processing software.
- Outstanding organization and coordination skills.
- Previous experience supervising people is preferred.

### **Physical Demands and Work Environment:**

- Very light lifting (less than 15 pounds) may be required occasionally.
- The AIFC is a low noise facility (under 30 dB) and has private offices and conference rooms.

Interested applicants can submit resumes and letters of interest to:  
 Steve Luzar, AIFC Clinical Director, at [steve.luzar@aifcmn.org](mailto:steve.luzar@aifcmn.org).  
 Selected applicants will be contacted to arrange an interview.

**AIFC thanks you for your interest!**