

EMPLOYMENT OPPORTUNITY

HUMAN RESOURCE DEPARTMENT

HANNAHVILLE INDIAN COMMUNITY

N15750 HANNAHVILLE B-1 ROAD

WILSON, MI. 49896

www.hannahville.net/documents

RECOVERY RESIDENCE WEEKEND STAFF – This part time position will provide recovery and life skill coaching directly to the program participants, as well as support to the House Managers. Weekend staff will coordinate and lead services and complete the corresponding documentation. Other duties may include but are not limited to: audit client records, support client recovery goals as identified by their recovery plan, observe and record medication management, observe and record urinalysis, other office duties as needed and escort terminated clients off grounds. Weekend staff help ensure compliance with and maintenance of NARR and MARR accreditation.

QUALIFICATIONS: Must have a high school diploma or equivalent. Must possess and maintain a current valid MI. drivers' license and clean driving record. Be eligible to complete the Connecticut Community for Addiction Recovery (CCAR) certification upon hire (2 years recovery). Successfully complete the CCAR certification within one year of hire. Minimum 1 years of experience working with people with substance abuse disorders and disabilities preferred. Knowledge of recovery orientation and trauma informed care; familiarity with standard office software or a willingness to learn (Excel, Word, PowerPoint)

WAGE: N3 OR DEPENDENT UPON QUALIFICATIONS

DEADLINE: TUESDAY, MARCH 4, 2025 AT 4PM EST.

HOW TO APPLY: Submit an **APPLICATION FOR EMPLOYMENT**

www.hannahville.net/documents to the Human Resource Department in the Tribal Administration building with *copies of diploma/GED and MI. driver's license* in order to be considered for an interview by due date.