



PEER MENTOR COORDINATOR
Qöyangnuptu INTERVENTION PEER MENTOR PROGRAM
DEPARTMENT OF BEHAVIORAL HEALTH SERVICES

REPORTS TO: DIRECTOR
SALARY/HOURLY RANGE: 58
FLSA Status: EXEMPT
VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

This position is responsible for supervising the Qöyangnuptu Intervention (QI) Peer Mentor Program, which involves mentor/mentee use of the QI mHealth application (app). The supervisor will help to finalize the curriculum, co-facilitate the peer mentor training, supervise peer mentors, provide peer mentor support, act as a liaison between researchers, peer mentors, peer mentees, and Hopi Behavioral Health Services (HBHS) and provide outreach services to clients identified as in need of mental health services.

Contacts are with the Hopi community villages, general public, schools, outside prevention programs and agencies that are working toward mutual goals and providing related services. The purpose of these contacts is to exchange factual information and at times emotionally laden material, to coordinate program prevention activities. Some contact with individuals who are reluctant to cooperate in this exchange or who are experiencing emotional trauma. Work is performed in a standard office environment and occasionally in the community when conducting public meetings or training sessions; evening work may be required.

Extensive local travels and moderate off-reservation travel is required. The work environment requires normal safety precautions typical of such places as offices, meetings/training rooms and residences and in operating tribal vehicles. Work extends beyond the normal eight (8) hour daily schedule and 24 hour on-call is required for evening, weekends and holidays.

ESSENTIAL FUNCTIONS

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Develop and modify Peer Mentor Curriculum and train program staff and Qoyangnuptu Intervention (QI) Peer Mentors in the utilization QI Peer Mentor Program in collaboration with the Project Team. Facilitate training sessions on the Peer Mentor curriculum; monitor the effectiveness of the curriculum and contribute to modifications over time; develop and implement a workforce training plan for peer mentors and designated BHS staff; develop and provide additional cultural awareness training on Hopi/Tewa roles/responsibility, self-efficacy, resilience, personal growth, transitioning into adulthood, etc.
- 2) Supervise, monitor and provide guidance to 4 or more Peer Mentors; address challenges and identify successful practices; act as a Liaison with the QI Project Team to provide feedback about program challenges and successes; coordinate and implement prevention activities, public forums, round tables, presentations, conferences, virtual activities, focus groups, surveys, etc.
- 3) Evaluate peer mentor program by monitoring participants and in-app data collection, QI mobile app functionality, maintaining and updating the Resilience Resource database; working with partners to analyze data for reporting compliance monitoring, and programing services.
- 4) Assist, recruit and promote Family Resilience work sessions for local community members and school personnel; provide transportation services to participants engaging in program activities; participate in all BHS department staff meeting, sponsored activities, develop partnerships with local schools, non-profit agencies, tribal departments, universities, and other local entities. Maintains strict client/individual/participant confidentiality.

- 5) Develops and maintains active and effective communication with the BHS staff, external providers, Tribal programs, RTC's regarding client's continuum of care and the client's psychosocial and medical needs. Submits quarterly and annual program reports, participates in all department sponsored events and activities. Collects data for program and department reports and compliance.
- 6) Facilitates care coordination of services, which includes: follow-up of app notification of assistance needed to mitigate if an app user is in crisis and connects the user with the BHS on-call clinician, obtains demographic information, and assists in the mitigations of crisis event (s). Collaborates with BHS on-call Clinicians, Case Managers, Substance Abuse Counselors and Mental Health Therapist to monitor client activities and to ensure care coordination for pre and post intervention.
- 7) Conducts site and home visits, participates in case staffing and multidisciplinary meetings, and provides follow-up phone calls/letters as needed for care coordination; transportation of individuals and clients for therapeutic services and activities to clients in inpatient treatment facilities; coordinates visitations to clients in inpatient facilities. Documents all client contacts/progress according to BH standard documentation policies and procedures while protecting and maintaining client confidentiality.
- 8) Performs other related duties as assigned by supervisor to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: Master's Degree in Psychology, Social Work, or related Health or Education field;

OR

Experience: Seven (7) years related work experience in psychology, social work, health or education program management;

OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, techniques and trends in psychology, health and education fields.
- Knowledge of empirical or evidence-based practices for the treatment of child and/or adult trauma.
- Knowledge of and appreciation for American Indian culture and traditions in the application of mental and physical healing.
- Knowledge of the economic, social and cultural environment of the Hopi Indian Reservation.
- Knowledge of Hopi culture and the local social environments and the ability to appreciate cultural differences and their effect on health care delivery including confidentiality requirements.
- Knowledge of general computer programs such as Microsoft Word, Excel and Power point.
- Knowledge and skill in meeting multi-faceted psychosocial patient needs including knowledge of resources in community and residential treatment systems and facilities.
- Knowledge of general computer programs such as Microsoft Word, Excel and Power point.
- Communicate effectively, orally and in writing and with a wide range of individuals.
- Exhibit sound and accurate judgment, and include appropriate individuals in decision making process.
- Manage competing demands, frequent changes, delays or unexpected work.
- Complete projects in a timely manner.
- Supervise personnel.
- Ability to prepare and maintain required reports and statistical records.
- Skills pertaining to client database management information systems such as AHCCCS.
- Skilled in tracking and monitor/mentee activity.
- Skills in case management principles and applications.
- Verbal and written communication skills, consultation, training and leadership skills
- Skills and familiarity with technology and mobile apps, problem solving with technology.

- Advance communication skills with the ability to work collaboratively with health care professionals at all levels to achieve established goals and improve quality outcomes.
- Advocacy skills dealing with intervention and outcomes.

NECESSARY REQUIREMENTS

- 1) Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass the pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

DESIRED REQUIREMENT

Speak and understand the Hopi language to translate Hopi to English and vice-versa.

PD Developed: 07/10/2024