

## HOULTON BAND OF MALISEET INDIANS

### Job Description

Approved by Council: 01/06/2026

### **Community Peer Support Specialist (CPSS)**

**STATUS: Full-Time**

**SUPERVISED BY: Behavioral Health Program Director**

**SALARY RANGE: \$17.79-\$20.19**

**ROLE:** Provide engagement and support services to the Maliseet community. The Community Peer Support Specialist will serve as a role model, mentor, advocate and a motivator for those who are impacted by substance use. The emphasis will be meeting individuals “where they are at” and providing non-judgmental, non-coercive services, and resources to individuals. This position will require community outreach and collaboration with the Maliseet Behavioral Health and Medical clinics.

---

### **POSITION RESPONSIBILITIES:**

- Co-facilitate peer recovery Wellbriety Circles.
- Provide recovery education to service recipients for every phase of recovery journey from pre-recovery engagement, recovery initiation, recovery stabilization and sustained recovery maintenance.
- Provide model for both people in recovery and staff by demonstrating that recovery is possible.
- Assist recovery persons to identify their personal interest, goals, strengths and barriers regarding recovery.
- Promote self-advocacy by assisting recovery persons to have their voices fully heard; their needs, goals and objectives established as the focal point of rehabilitation and clinical services.
- Provide harm reduction and community resources to community members. Conduct on and off-site trainings on overdose prevention and Naloxone distribution to active opioid users, their family, members of their social networks and service providers.
- Assist with planning coordination, setup, facilitation, and follow up for community events, workshops, outreach efforts and prevention initiatives for Maliseet Behavioral Health.
- Assist with delivering substance use prevention education to individuals, youth and community groups including risk awareness, coping skills, and protective factors.
- Participate in training, supervision, and continuing education to maintain peer certificate and stay current with best practices in substance use prevention, treatment and behavioral health.
- Be compliant with maintaining all Health Information Portability and Accountability Act (HIPAA) standards.

## MINIMUM QUALIFICATIONS:

- The position requires federal background check, fingerprints, and urine drug screen.
- Recovery coaching certificate require within the first 12 months.
- Must be able to work efficiently as part of a treatment team.
- Must be willing to work outdoors, in all seasons, and conduct intensive outreach.
- Great attitude and people skills are a must.
- Must be an organized, self-motivated team-player with strong interpersonal and communication skills, and the ability and willingness to be hands-on and solve problems as they arise.
- Valid Maine Driver license.

## Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

## Physical Requirements:

### Physical Abilities

Bending	N	Sitting	F	<i>N (Not Applicable)</i>
Carrying	N	Standing	O	<i>O (Occasionally) up to 2 hours a day</i>
Driving	O	Talking	F	<i>F (Frequently) 2-6 hours a day</i>
Handling	O	Walking	O	<i>C (Constantly) over six hours a day</i>
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	50 lbs. or less	N	
Kneeling	N	<u>Push/Pull</u>		
Reaching	N	50 lbs. or less	N	

Applications are available for download at our website [maliseets.net](http://maliseets.net), at the front desk of the Administration Building or have one mailed to you by contacting the HR Coordinator at 532-4273 or e-mail [hr@maliseets.com](mailto:hr@maliseets.com). . If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.

**Applications will be accepted until close of business February 12<sup>th</sup>, 2026**

### TO APPLY:

Submit an application to:  
Houlton Band of Maliseet Indians  
Attn: Jessica Huff  
88 Bell Road  
Littleton, Maine 04730

**The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.**