



White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-4646

Fax (218) 983-4343

CHAIRMAN

Terrance Tibbetts

SECRETARY-TREASURER

Tara Mason

DISTRICT I

Steven "Punky" Clark

DISTRICT II

Kathy Goodwin

DISTRICT III

Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council

Job Announcement

Position: MAT Assistant Manager

Location: Naytahwaush

Pay: Neg/DOQ

Benefits: Full

Open: 01-08-18

Close: 01-19-18

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for assisting the Program Manager in daily medication assisted treatment services to families who are abusing opiates, by ensuring medication assisted treatment, substance abuse, mental health, cultural services are provided; and coordinated by providers within the program. Assist with timecards, financial, inventory, purchasing and payments.

- Manages multiple providers from various programs who are employed within the MAT Program.
- Manages daily medication assisted treatment program.
- Manages schedules of multiple providers from various disciplines are invested in the Treatment Model to facilitate weekly treatment team meetings and coordination of services to clients.
- Assess and screen referrals to the program to determine immediate needs of clients.
- Create and complete records and reports to comply with required agencies.
- Ensures accountability of providers engaged in the medicated treatment program.
- Ensure cultural services for families involved in the MAT Program.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of agency policies, agency rules, procedures; and ability to work effectively within those mandates.
- Knowledge of Tribal laws, Tribal codes, and ability to work within those laws.
- Knowledge of medical procedures, and ability to effectively implement within program.
- Knowledge of Pixis, Omnicell or other medication control systems.
- Skilled in confidentiality and ability to maintain confidential records relating to clients treatment, including mental health, chemical health, and medical standards.
- Ability to manage multiple MAT programs at different sites.
- Ability to prepare and maintain all required plans and reports.

Qualifications:

- **Associates Degree preferred in nursing or human services field; or High School Diploma/GED required with at least (1) year in substance abuse and UMICAD I certification.**
- **Must be free from substance abuse problems for at least 2 years.**
- **Must have a valid MN Driver's License and proof of insurance for travel between sites**
- **Must pass a criminal background check and drug screening**
- **Must be in good standing in the Native Community.**

Mail Applications to:

White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.