



# WHITE EARTH RESERVATION

**CHAIR** Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy

**DISTRICT I** Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

## White Earth Reservation Tribal Council Job Announcement

**Position: Urban Substance Abuse Program Manager**

**Location: Minneapolis**

**Pay: \$35.83 hr. Neg/DOQ**

**Benefits: Full**

**Open: 10-15-18**

**Close: 10-19-18**

**Status: Full Time**

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible to ensure daily operations of the substance abuse program is meeting licensing standards, providing timely services, quality treatment programming; in addition to meeting statutory credentialing standards; in addition to maximizing revenue earned and staff productivity, managing finances for optimal performance.

### Position Outcomes:

- Supervises assigned staff to ensure internal policies and procedures are followed.
- Completes reports to Manager and Ensures Documentation is complete
- Supervises the outpatient sites to ensure a healing and holistic environment.
- Supervises Intake, Rule 25 Assessments, Care Coordination, Peer Support, Case Management Programs.
- Represents Program in a Professional manner.
- Responsible for Program Finances.
- Responsible for cultural Infusion in the UWESA Program.

### Knowledge, Skills and Abilities:

- Ability to foster a cooperative work environment.
- Knowledge of the demographics, culture, Customs and lifestyles of the White Earth Reservation.
- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee, UWESA, and Behavioral Health.
- Ability to deal with unpleasant, angry or discourteous staff or clients.
- Ability to understand and support the Manager in continues quality improvement.
- Knowledge of substance abuse programs and treatment.
- Skilled in Management.
- Skilled in being a team player.
- Skilled in program improvement.

### Qualifications:

- **Bachelor's Degree in Behavioral Health field preferred, or 5 years' experience working in health, behavioral health or human services field.**
- **Two Year minimum supervision or management experience required.**
- **Rule 25 or Comprehensive Assessment Certification required.**
- **UMICAD I, II, III, LADC licensure or State LADC licensure required.**
- **Must be free from substance abuse problems for at least (2) years and able to provide letters of recommendation from three (3) non-related individuals attesting to the fact.**
- **Knowledge of Anishinaabe customs and culture preferred.**
- **Driver's license and ability to travel between sites.**

#### Mail Applications to:

White Earth Reservation Business Committee  
Attention: Human Resources  
P.O. Box 418  
White Earth, MN 56591

Download Applications at: [www.whiteearth.com](http://www.whiteearth.com)